

Schreiner University

Graduate Program

Required Basic Technology Skills

Students entering the Graduate Teacher Certification Program, Master of Education Program, Master of Education in Teaching Program, or the Principal Certification Program, are required to possess the following entry level technological skills. If you do not possess the skills listed below, you should make every effort to acquire those skills before the first day of classes.* Your graduate courses will require you to have these skill in order to complete assignments.

I. Basic skill objectives: Graduate students must have

1. A viable email address and connectivity to the Internet prior to the first day of class.
2. Easy and readily available access to the Internet.
3. The ability to send and to receive email with attachments.
4. The knowledge and ability to create a distribution list and to communicate with classmates and university professors.
5. The ability to use presentation software such as Power Point or Corell.

Basic Email Skills List: Know how to---

1. Access and read incoming email messages
2. Print incoming email messages
3. Save incoming email in an archive
4. Forward email messages to another individual(s)
5. Discard email messages
6. Send an outgoing email message
7. Reply to an email message
8. Include text of original message in your reply
9. Answer on same subject
10. Mail to multiple recipients
11. Send added copies and blind copies of messages
12. Append documents
13. Request an automatic acknowledgement
14. Automatically add a signature file
15. Create a distribution list (knowing how to add and delete members)
16. Create address books for people you correspond with frequently
17. Create email signature files

II. Information Technology

Students also need to be familiar with the current state-of-the-art technologies for library/learning resources - full-text databases on CD-ROM, EBSCOHOST, and First Search through OCLC. We realize that it may be unlikely that you are familiar with all of these; therefore, Schreiner University will offer a workshop to assist you in obtaining these skills. Your graduate courses will require you to have these skills in order to complete assignments.

* We strongly suggest that you contact the technology specialist on your campus or in your district for their assistance in acquiring the basic email skills.

**Schreiner University
Graduate Program
Internet Technology Questionnaire**

Name: _____

Address: _____

Home Phone: () _____ Work Phone: () _____ Cell Phone: () _____

Email: _____ Date: _____

After each question that you answer "yes", please rate your comfort level/familiarity with Internet Technology on a scale of 1 to 5, with 5 being the highest level of comfort and familiarity, and 1 being the lowest:

1. Do you have a computer in your classroom? (Y/N/NA) _____.
2. If yes, what platform/operating system does it use? (Mac/DOS/Win3.x/Win95) _____.
3. Do you have a computer in your home? (Y/N) _____.
4. If yes, what platform/operating system does it use? (Mac/DOS/Win3.x/Win95) _____.
5. Do you have an Internet account? (Y/N) _____. How long have you had it? _____.
6. If yes, do you use it regularly? (Y/N/NA) _____.

If yes, please check the functions you use: email _____, Web surfing _____,
research _____, listserv subscriptions _____, downloading files/programs _____,
reading newsgroups _____, teaching _____.

Applicants: Please return this completed form with the Graduate Application.

Graduate Studies, CMB 6232, Schreiner University, 2100 Memorial Blvd., Kerrville, TX 78028.