Baseline Technology Skills and Resources

1. Prior to being admitted to Excelsior College, all students should be knowledgeable in the use of a personal computer (Windows or Macintosh). Entering students should have the ability to:

    o   Use a personal computer
    o   Use office automation programs to create, edit, store and print documents
    o   Use electronic communication tools
    o   Search and retrieve information from electronic resources to complete assignments and activities

2. Students must have reliable access to a computer with Internet connectivity.

3. Students' computer and operating systems must meet the minimal technical requirements as noted on the College's Computer Systems Requirements Web page.

4. Students must be able to utilize required software applications.

5. Students need to utilize the Excelsior College Web site to access information, resources and the Message Center, and to participate in activities. See the Excelsior College Electronic Use Policy Web page.

6. Students are required to conduct themselves appropriately and professionally at all times, including online.

Definition of Technology Literacy
Based on State Educational Technology Directors Association (SETDA)

Excelsior College defines Technology Literacy as the ability to identify and responsibly use appropriate technology to communicate, solve problems, and access, manage, integrate, evaluate, and create information to improve learning. This will facilitate the ability to acquire new knowledge for lifelong learning in the 21st century global workplace.