



## COLLEGE OF GRADUATE AND CONTINUING STUDIES

As a member of the College of Graduate and Continuing Studies (CGCS), your curriculum resources are provided online. There are many advantages to an online learning environment; course work can be completed in a variety of locations and you may gain access to materials at a time that best accommodates your schedule.

In order to be successful in this type of academic environment, students should be self-directed learners and comfortable using a computer. We will provide instructions for using the online learning tool, WebCT. Individuals who meet the following requirements prior to the start of the course or program usually feel comfortable with WebCT after a brief introductory period. These requirements are intended to ensure the success of your course participation. If you have any questions, please contact your counselor in the Office of Admission.

## TECHNOLOGY SKILLS

If you do not currently possess the following skills, we recommend attending additional training prior to your participation in a CGCS program. The Department of Continuing Education has a variety of classes to meet your needs <http://www.csp.edu/ce>.

For some programs, a computer class may apply toward a general math/science course requirement.

Required Proficiency:	Minimum:	Recommended:
Internet	Accessing the Internet using a browser Typing in and accessing a web address	Internet Explorer experience Setting "Favorites"
E-mail	Sending messages with an e-mail client Attaching documents	Creating contact / distribution lists Outlook
Computer*	Basic PC use and navigation (creating folders, retrieving documents, start menu) Familiarity with Microsoft Office products (cut and paste, save as, moving between open documents)	
* Specific courses or degree programs may have additional requirements		