

**MASTER OF EDUCATION (INFORMATION TECHNOLOGY) APPLICATION**  
**PRE-REQUISITE INFORMATION TECHNOLOGY COMPETENCIES**

Name of Applicant: \_\_\_\_\_

Minimum information technology competencies are required to enter this program. In this regard, you must be able to:

- use world wide web as a research and information tool
- download files from a hyperlink
- download a graphic file from the web
- copy/paste text between the web and a word processor
- upload a file to the web
- extract files (zip/expand)
- transfer files using a ftp client
- use email communications including attachments
- open and read PDF files
- set-up and manage files
- have a basic understanding of, and be able to use, a computer operating system
- use a word processing software package
- assess the capability of a computer system and application software
- load, unload, and setup software programs on a PC

I certify that I have attained the above skills through (please list courses, programs, seminars, workshops, etc. and provide, where possible, appropriate documentation/proof):

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Signature of Applicant

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Date

*Note that you must also have access to computer hardware and software to meet minimum course requirements.*