Master of Occupational Therapy
Technology Literacy Self-Evaluation

Applicant's Full Name: _____   **CWID:**_____

To succeed in the University of Louisiana Monroe's OTA to MOT bridge program online, students are required to have a minimum level of technology literacy. By providing applicants the opportunity to self-assess their technology literacy, we hope to increase the likelihood of student success. This survey is not designed to eliminate applicants, but to inform applicants of expected skills and allow those applicants to obtain additional skills prior to the start of their degree program.

The majority of skills are obtainable through tutorials found on the Microsoft Office training website at http://office.microsoft.com/en-us/training-FX101782702.aspx?CTT=97.

Instructions: Consider the statements below and indicate if the statement is primarily true (T) or primarily false (F). Statements to which you respond false (F) indicate opportunities in which your technology literacy should be improved prior to starting your degree program.

General Information	T	F
1. I own a laptop computer which is no more than three years old.		
2. I have current anti-virus protection software installed and functioning on my laptop.		
3. I regularly back-up my files to external or online data storage to prevent file loss.		
4. I am able to run multiple programs simultaneously (in different windows).		
5. I am able to organize my file folders and move files between file folders.		
6. I am confident in my ability to learn new technology.		
7. I am able to troubleshoot problems with my computer or know how to find resources to solve computer problems.		
8. I am able to learn new programs independently or with the accompanying help tutorials or user manuals.		
9. (If applicable.) I am a MAC user and adequately solve problems related to MAC-specific operating systems and software; I also have access to a PC-based system should any conflicts arise.		

Email and Internet	T	F
1. I am able to send and receive emails.		
2. I am able to send emails with attachments and also download attachments from received emails (such as .pdf and .docx files).		
3. I have an email account.		
4. I check my email regularly (at least once every two days).		
5. I have adequate time to check and reply to email and participate in web-based course requirements (such as threaded discussions).		
6. I am able to click on links to navigate websites.		
7. I am able to participate in "chat" activities online.		
8. I am able to use an Internet Browser (such as Explorer, Firefox, or Safari) to access websites		
9. I am able to independently use a search engine (such as Google or Bing!) to locate information on the internet.		
10. I am able to independently connect to wireless Internet access points.		

Microsoft Office Suite	T	F
1. I own the Microsoft Office Suite (including Word, Excel, and PowerPoint).		
2. I am able to use the Microsoft Office Suite to complete documents, spreadsheets, and presentations.		
3. I am able to insert images into Microsoft Office Suite documents and presentations.		
4. I am able to effectively present information to others through PowerPoint.		
5. I am aware that by compressing images (reducing the image file size) in documents or presentations will allow me to more effectively print, email, or upload these files.		
6. I understand that graphics may enhance the message of a presentation when used appropriately, but also may detract from the presentation when over-used.		
7. I understand presentation slides are used to prompt the speaker and should not be use to narrate a presentation.		
8. I am able to format documents in Word to comply with the appropriate writing style required of this degree program, including changing the font size and margins, creating and formatting tables, configuring tabs, spell checking, and grammar checking.		

Signature_____ **Date**_____