

**WICHITA STATE UNIVERSITY
SCHOOL OF NURSING
COMPUTER COMPETENCY**

Students are expected to demonstrate competency with the following computer skills:

1. Word Processing (WORD or WORD PERFECT preferred) with the following formatting skills:
 - Setting font size and type
 - Setting margins
 - Setting line spacing
 - Creating headers and footers
 - Inserting tables
 - Italicizing
 - Inserting page numbers
 - Centering text; right and left justification
2. Sending and receiving email with attachments.
3. Accessing the Internet.

Students are expected to have familiarity with the following:

- Presentation Program (PowerPoint)
- Spreadsheet (Excel)

If students are not competent with the above computer skills, must enroll in a computer class

I have been informed of the expected computer competency for the baccalaureate nursing program. I understand it is my responsibility to demonstrate competency in the state computer skills.

Signature

Date