



The accelerated degree program requires that candidates have basic computer proficiency and access to a few specific software packages. Please complete, date and sign this statement. It can be mailed or faxed to the College at the following address:

**The Wescoe School of Muhlenberg College**

**2400 Chew Street**

**Allentown, PA 18104-5586**

**Fax: 484-664-3532**

**Program:**

Bachelor's of \_\_\_\_\_

*I am able to complete the following tasks:*

- prepare a presentation using PowerPoint
- use a mouse and keyboard to open, save and close files in Windows
- create, edit and save a spreadsheet
- create, edit and save a word processing document in Microsoft Word or a similar program
- search for and obtain information from the Internet
- regularly send and receive e-mail over the Internet, including sending and receiving attached documents.

*By signing below, you agree that you will:*

- maintain access to the Internet
- use e-mail to communicate regularly with your team members and instructors
- have the skills listed above or will reach them within the first two months of your program.

Name (please print) \_\_\_\_\_

Student Signature \_\_\_\_\_