Pre-Registration: Technology Skills and Requirements

Remote learning is very dependent on technology. It is necessary to have both:

1) **access** to technology and

2) **skills** in using technology.

Please read through the checklist. You should be able to meet the following criteria:

☐ Do you have reliable access to a **computer**? Do you feel competent and capable using it?

☐ Do you have a reliable and high-speed **Internet connection**?

☐ Do you have adequate **keyboarding** skills for creating emails and documents?

☐ Are you able to send and receive **emails**? Are you able to include and open **attachments**?

☐ Do you have access to a **word processor**, such as Microsoft Word or Google Docs? Do you feel competent using it?

☐ Some courses may require the use of **spreadsheets**. Do you have access to a program such as Microsoft Excel?

☐ Do you have experience opening, sharing, and saving **files**:

    o *text files* (.pdf, .doc.)

    o *image files* (.jpeg)

    o *audio files* (.mp3)

    o *video files* (.mp4)

☐ Are you able to use **search engines** such as Google?

☐ Are you able to view and create **slide show** presentations using programs such as Microsoft PowerPoint?

☐ Do you have access to a platform such as Microsoft Teams or Zoom for making **video calls**? Are you able to send and receive video calls?

If you have questions or concerns about any of these areas, please inquire further with RAEC. If you would prefer to use an alternative platform to the ones suggested, please let us know to see if accommodations can be made.