

**Manhattan Area Technical College  
Institutional Policy and Procedure Manual**

**Policy No. 4.1.3**

<b>Title: Faculty and Staff Computer Usage and Skills</b>	
Originated by: Dr. Linda Hertzell, VPIS Amended by Marilyn Mahan, VPIS	
Approved by:	
Reviewed on: July 29, 2009	Revised on:

**Policy Statement:** MATC faculty and staff are expected to have developed skills related to the use of computers and software. Skills needed are the ability to access MATC's network, create and manage files, use e-mail for college communication, utilize the Learning Management System for courses taught, operate Microsoft Windows and the Microsoft Office Suite, and utilize computer-driven audio-visual hardware.

**Rationale:** Computer technology is an integral part of technical occupations; therefore, faculty and staff must be proficient in the use of computers and software to support the educational processes and college operations.

**Procedure:**

Minimum use and skill level required:

*Basic Computer Skills*

- Operate a Windows-based computer including creating and managing files and folders
- Navigate and access information via the MATC network
- Access and conduct searches using the Internet
- Access, create, and respond to e-mail documents
- Operate and construct documents in Word, Excel, and PowerPoint

*E-Mail Communications*

- Be proficient in the use of MATC's e-mail system
- Check college e-mail each day he/she is on campus
- Respond in a timely manner to e-mails
- Use the college e-mail primarily for college business
- Adhere to all technology policies in Section 9 of the MATC Policy and Procedure Manual

**Manhattan Area Technical College  
Institutional Policy and Procedure Manual**

**Policy No. 4.1.3**

*Support and Training*

- Training will be provided for each faculty and staff member who does not currently have the skills necessary to fulfill the previously defined expectations.
- Each faculty and staff member will have an MATC e-mail account
- Each faculty and staff member will be provided use of a college computer for the purpose of conducting college business
- Each faculty and staff member will be provided with storage space on MATC's network to store files related to college business

*Expectations of Usage of MATC's Learning Management System by Faculty*

- Have a working knowledge of the LMS
- Create a page for each course he/she is teaching each semester
- Maintain a student roster in the course page
- Create and maintain course files utilizing the Learning Management System
- Create and maintain for each course a grade book that can be accessed by students
- Post each semester each Syllabus on the corresponding course page