

# VCU MBA Computer Proficiency Requirements

V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

In order to satisfy the computer proficiency requirement of the MBA, all entering students are required to pass four on-line courses via KnowledgeNet. KnowledgeNet is an on-line provider of computer courses that VCU has contracted with to provide tutorial and assessment services for VCU students, faculty and staff. The computer proficiency requirement is satisfied when you earn a passing score of at least 70% on each of the following four KnowledgeNet courses:

Beginning Microsoft Word  
Beginning Microsoft Excel  
Beginning Microsoft PowerPoint  
Internet Fundamentals

Instructions for using and completing the KnowledgeNet courses follow. **Students must complete the four courses with passing results to Friday, October 28, 2005. Students who have not submitted the satisfactory scores by that time will be blocked from registering for future courses.**

➤ **Upon admission to the MBA program, you must obtain your VCU e-mail account *and* VCUCard number:**

**1. Obtain VCU e-mail account:**

- Go to the "VCU Web Mail" page on the VCU web: <http://www.vcu.edu/vcu/webmail.html>
- Follow the link for "Online Account Creation" in the left hand frame.
- Enter your Social Security Number when prompted and complete the registration process as directed.
- Students who already have a VCU e-mail account may use their existing account. If you are not sure of your existing account please visit the VCU Home Page ([www.vcu.edu](http://www.vcu.edu)) and search for yourself using the VCU People search at the top right of the page. You will find your e-mail alias at the end of your demographic information.

**2. Obtain VCUCard number:**

Contact the VCUCard office to confirm a time during their hours that you can come to campus and obtain your VCUCard. The VCUCard Office is prepared to create identification cards for new students as early as the week before classes begin.

➤ **Upon receipt of your VCU e-mail account and VCUCard number, access the KnowledgeNet web site:**

- Go to the VCU home page: [www.vcu.edu](http://www.vcu.edu)
- Select "Current Students."
- Select "KnowledgeNet" from list of links in left-hand panel of screen.

➤ **Login to the KnowledgeNet Main Page:**

- Enter the last 7 digits of your VCUCard number.
- Enter the last 4 digits of your social security number. (An international student will use the last four digits of his/her assigned Student ID number.)
- If you receive an error message after attempting to login, check that you have entered all the information correctly. If the error continues, contact Zachary Goodell via e-mail at [zggoodel@vcu.edu](mailto:zggoodel@vcu.edu) with your concern. In your email, please include the following: your full name, your VCU email address, the last four digits of your SS#, the last 10 digits of your VCUCard (if available), and your major.
- You will have access to the users guide on the KnowledgeNet main page which will give further detailed information.