



Demonstrated Knowledge / Competencies for Graduate Students:

- read and write standard business English at the graduate level
- perform standard mathematical calculations at the graduate level
- successful completion of all prerequisite courses as they progress through the program

Expected Competencies for Successful Participation in the MPS Online Learning Environment:

In order to be successful in the CIA's MPS online courses, you should be able to:

- use a computer (laptop or desktop) or tablet (**NOTE:** tablets are not recommended);
- obtain regular access to Internet / WiFi;
- use the [CIA MOODLE](#) learning management system (**NOTE:** Moodle training is provided during the first MPS residency, and support is available from the IT Help Desk);
- use the CIA provided e-mail with attachments;
- create and submit PDF documents and files from commonly used formats, including:
 - documents ([Microsoft Word](#) / [Open Office](#) / [Apple Pages](#)),
 - presentations ([Microsoft Power Point](#) / [Open Office](#) / [Apple Keynote](#)),
 - spreadsheets ([Microsoft Excel](#) / [Open Office](#) / [Apple Numbers](#)),
- copy and paste content from files and webpages using a standard Internet browser like [Chrome](#), [Firefox](#), [Internet Explorer](#), or [Safari](#);
- listen to standard multimedia and audio-video content, whether unaided or through the use of supportive learning and listening devices;
- record and upload video presentations using the CIA-provided Kaltura program, which is embedded into CIA Moodle for institutional use. (**NOTE:** support on Kaltura is embedded into Moodle and also available through the IT Help Desk).

Your instructor may also provide you with recommended programs for performing specific tasks in their classes. These programs are readily available to you on the web and will offer free access for students enrolled in accredited educational programs—or will be provided free of charge with the purchase of required course materials. These may include:

- [Canva](#),
- [Miro](#),
- [Canvanizer](#),
- [Asana](#),
- and various other programs included in course instruction.