COMPUTER LITERACY PROFICIENCY EXAMINATION

All students completing the Associate degree at Jefferson College are required to complete a computer literacy requirement for graduation:

**Associate of Arts Degree**
- CIS 125 Introduction to Data Processing
- EDU 205 Technology for Teachers

**Associate of Arts in Teaching Degree**
- EDU 205 Technology for Teachers

**Associate of Science Degree**
- PHY 223 General Physics I

**Associate of Applied Science Degree**
- BIT 138 Word Processing Applications I
- CIS 125 Introduction to Data Processing
- EDU 205 Technology for Teachers

Students, who indicate that they have sufficient computer knowledge and would not benefit from taking any of the above courses, have the opportunity to take the Computer Literacy Proficiency Examination. The examination will be administered in Testing Center. Students will be permitted 60 minutes to take the exam.

**What does the test consist of?**
Computer Concepts, Operating Systems and Productivity Applications

*Link to the curriculum and resources:*
http://www.microsoft.com/about/corporatecitizenship/citizenship/giving/programs/up/digitalliteracy/default.mspx

**Referral Process:**

**Step 1**
Upon being referred to the Testing Center to complete the Computer Literacy Exam, the student will need to go to the Cashier’s Office to pay the $40.00 test administration fee. The receipt will need to be brought to the Hillsboro or Arnold Testing Center when ready to test.
Step 2
After successful completion of the exam, the results will need to be printed, signed and stamped by the Testing Center Staff. **Passing the exam (80% Mastery) means the student has met the computer literacy requirement for graduation.** In order for a student to receive credit on his/her transcript, the Posting fee equivalent to one credit hour of tuition will need to be paid at the Cashier’s Office.

It is important that the student know that he/she may be able to receive 3 credit hours for CIS 125 for passing the exam. **Students who complete the certificate exam at a Jefferson College Testing Center can request to receive credit for CIS 125 Computer Concepts and Applications (3 credit hours) through the Credit for Prior Learning option.**

✓ Only those students who indicate that they are currently computer literate should be referred for the proficiency exam. All other students should be encouraged to take one of the approved computer literacy courses. It is also recommended that students be advised to enroll in one of the courses, or take the examination during the first two semesters of their academic program.

**Additional Information:**
The Computer Literacy exam is given at both Jefferson College sites (i.e. Hillsboro, Arnold).

**No appointment is needed.**

**Test Availability:**
Please allow 60 minutes for the exam. For Testing Center Hours, please refer to the Testing Center webpage at [http://www.jeffco.edu/node/617#.VRQIDfnF_ng](http://www.jeffco.edu/node/617#.VRQIDfnF_ng).