

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

Associate of Arts Degree

CIS 125 Computer Concepts & Applications
EDU 205 Educational Technology

Associate of Arts in Teaching Degree

EDU 205 Educational Technology

Associate of Science Degree

PHY 223 General Physics I

Associate of Applied Science Degree

CIS 125 Computer Concepts & Applications
EDU 205 Educational Technology

*Students, who indicate that they have sufficient computer knowledge and would not benefit from taking any of the courses listed above, have the opportunity to take the Computer Literacy Proficiency Examination. The examination will be administered in the Testing Centers. The exam is **NOT** timed; however, please allow approximately **2.5 hours** to complete the exam before closing.

What does the exam consist of?

This Computer Literacy Proficiency Exam is 2 parts:

Part 1: Is an interactive platform that consists of three components of Microsoft Office. (Word, Excel and Powerpoint) Students must receive an 80% cumulative.

Link to the curriculum and resources:

URL: <https://www.jeffco.edu/Testing-Center/CIS>

Part 2: There are 40 multiple choice, multiple response and True/False questions.

Link to the curriculum and resources:

Textbook: *Information Systems for Business and Beyond* (Bourgeois, 2019)

URL: <https://opentextbook.site/informationssystem2019/>

NOTE: Read and Study Chapters 1-6 in Part I (**ONLY**). It is recommended to only do the Study Questions at the end of each chapter to prepare for the Exam.

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 \$45.00 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 Testing Center staff. ***Passing all parts of the exam (80% mastery) means that the student is eligible to receive computer literacy credit.*** In order for a student to receive credit on his/her transcript meeting the graduation requirement, the posting fee equivalent to one credit hour of tuition will need to be paid at the Cashier's Office. ***Enrollment Services will then post CIS125 (3 credit hours) to the student's transcript 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 necessary**, but please allow approximately **2.5 hours** for the exam before closing. For Testing Center hours, please refer to the Testing Center webpage: <https://www.jeffco.edu/Testing-Center>.