



Procedures No. 6001A

Computer Literacy Test Procedures

Applies to (check all that apply):

Faculty _____ Staff _____ Students _____
Division/Department _____ College X

Topic/Issue:

BCCC approved Computer Literacy as a graduation requirement in 1994. The Computer Literacy Test is an option to meet the computer literacy graduation requirement.

Background to Issue/Rationale for Procedure:

(For procedures, cite appropriate approved College Policy addressed)

All BCCC Students must meet the College's Computer Literacy requirement in order to receive a degree or a certificate. Students can meet this requirement in two ways:

1. By taking one of the computer courses listed below and passing the course with a "C" or better.
2. By passing the College's Computer Literacy Test with a minimum grade of 70 %.

Courses that satisfy the Computer Literacy Requirement

- AT 202: Computer-Aided Pattern Design
- BUAD 112: Computers for Business Management
- BCA 104: Introduction to Operating Systems
- BCA 155: Word Processing for Business Applications
- CADD 101: Introduction to CADD
- CIS 109: Principles of Computer Information Systems
- CLT 100: Computer Literacy
- CSC 108: Programming in C
- HIT 232: Computers Application in Healthcare
- HIT 251: Healthcare Management and Supervision
- OFAD 119: Word Processing Applications I

The College's Computer Literacy test can be taken **a maximum of two times**. The test is scheduled daily, Monday through Thursday at 10 a.m., 1p.m., and 5 p.m., Friday 10 am and 1 pm, and Saturday at 10 a.m. at the Test Center at the Liberty and Harbor Campuses.

State/Federal Regulatory Requirements (cite if applicable):

N/A

Proposed Policy Language:

It is the policy of Baltimore City Community College that students are computer literate prior to graduating with a degree or certificate. Students may satisfy the computer literacy graduation requirement by taking the computer literacy test and passing it with a minimum grade of 70%. The computer literacy test can be taken **a maximum of two times**. The computer literacy test is one of two ways to meet the computer literacy graduation requirement. The other way is for students to take one of the approved computer literacy courses.

The computer literacy graduation requirement courses are listed in the procedures for the computer literacy test, in the college's catalogue and in the schedule book.

Special Arrangements for Students with Disabilities

If a student has a disability or a temporary disabling condition that will prevent them from taking the test under standard conditions, they should inform the Test Center prior to the scheduled test date. Reasonable accommodations will be made to assist disabled or handicapped individuals with taking the test.

Proposed Procedural Language:

The Computer Literacy Test is an option for students who have computer experience that enables them to meet the Computer Literacy Graduation Requirement. The Computer Literacy Test is designed for students who are computer literate. A student experienced with a computer will be able to pass the test. The test can be taken a maximum of two times.

Students should use the following procedures to take the test:

1. Go to the Test Center to pick up a computer literacy (CL) test review guide to study. A brochure is also given to the student which explains the Computer Literacy Graduation Requirement(See attachment 1)
2. Students should schedule an appointment to take the CL test.

3. Students must bring photo identification, a social security card or a document with their social security number on it the day of the test and student report (ISIS Report).
4. An instruction sheet is given to the student to read before the test begins. (See attachment II).
5. Upon completion of the CL test, Test Center staff will inform the student if they have passed or failed the test.
6. If the student does not pass the CL test, the staff member refers them to the CL brochure that contains a list of computer courses that fulfill the CL Graduation requirement.
7. The results of the test are placed on the student's report (315 and 710) for graduation audit purposes and advisement.
8. The Computer Literacy test results are filed in the Test Center for two years. After two years the test results are sent to the Registration Office to be archived.

CLT Review Guide

SAMPLE TEST

USING WORD PROCESSING FUNCTIONS The assessment you are now taking from the demonstration disk includes only nine of the word processing functions that are assessed in Module 1 of the OPAC programs. When you take the complete OPAC examination, you will have an opportunity to demonstrate your skills in using all of the major word processing functions.

Professional Secretaries International definitely recommends that you practice these exercises several times. You will become more comfortable using a computer to take an examination. More importantly, you will be able to demonstrate your competence more effectively if you have self confidence.

One of the candidates who successfully completed the assessment said:

I was afraid to take a computer based examination. However, I learned quickly that I had nothing to fear. The computer simply makes the task easy and efficient.

(Use as a footer – Word Processing Function)

- * Use the appropriate word processing function to locate OPAC each time it is used replace it with Office Proficiency Assessment and Certification.
- * Use spelling verification (spell check) to locate and correct spelling errors.

WORD PROCESSING

The **word processing** computer literacy exam consists of a pre-stored rough draft of a report. This test measures the student's ability to use the appropriate basic and advance word processing functions to make the editing and formatting changes that are handwritten on the hard copy draft of the report found in the Candidate Manual.

| | | |
|--------------------|--------------|-------------|
| Bold | Block Indent | Center |
| Text Copy Function | Delete | Underline |
| Hard Page Break | Hard Return | Insert |
| Text Move Function | Printing | Spell Check |

The Computer Literacy Test can be taken a maximum of two times.

COMPUTER LITERACY TEST INSTRUCTIONS

- STEP 1:** TO USE THE SYSTEM, YOU MUST FIRST REGISTER. TYPE YOUR SOCIAL SECURITY NUMBER AND **CLICK OK** TO MOVE TO THE NEXT SCREEN.
- STEP 2:** TYPE YOUR FULL NAME, ADDRESS AND PHONE NUMBER. THEN **CLICK OK** TO MOVE TO THE NEXT SCREEN.
- STEP 3:** ENTER BIOGRAPHICAL INFORMATION (OPTIONAL) **CLICK OK**. OR **CLICK SKIP** TO MOVE TO THE NEXT SCREEN.
- STEP 4:** READ THE INSTRUCTIONS ON YOUR SCREEN AND THOSE BELOW BEFORE STARTING THE TEST **The test document** required for this test is in **Test Documents – Module I Booklet**. **Be sure to use the version number matching the one at the end of the instructions on your screen.** TO CONTINUE **CLICK CONTINUE**.
- STEP 5:** EDITING/FORMATTING FROM A ROUGH DRAFT **CLICK BEGIN TEST**. ADVANCE EDITING AND FORMATTING **CLICK BEGIN TEST**.
- STEP 6:** **EDIT THE DOCUMENTS**

Editing and Formatting..... USE TEST
VERSION I OR VERSION II IN THE BOOKLET.
THIS VERSION HAS TWO PAGES.
Advance Editing and Formatting....USE VERSION
IN BOOKLET.

FUNCTIONS TO BE TESTED

| | | |
|--------------|-----------------|--------------------|
| BOLD | HARD PAGE BREAK | CENTER |
| HARD RETURN | PRINTING | TEXT COPY FUNCTION |
| BLOCK INDENT | SPELL CHECK | DELETE |
| UNDERLINE | INSERT | TEXT MOVE FUNCTION |

STEP 7: **SPELL – CHECK** THE DOCUMENT

STEP 8: **PRINT ONE COPY** OF THE DOCUMENT

STEP 9: **SAVE** THE DOCUMENT, **DO NOT RENAME IT.**

STEP 10: **EXIT** THE WORD PROCESSING PROGRAM.
Your SCORES WILL APPEAR ON THE SCREEN.
REVIEW AND CLICK OK. YOUR SCORES WILL
PRINT. YOU WILL BE RETURNED TO THE **OPAC
SYSTEM** MAIN TEST SELECTION SCREEN.

STEP 11: **SEE THE TEST ADMINISTRATOR.**

MUST PASS TEST WITH A SCORE OF 70 AND ABOVE

Proposed Implementation Date: 2007

Proposed by: Student Affairs