



Computer Literacy Test Policy

Applies to (check all that apply):

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

Topic/Issue:

Computer literacy is the ability to use microcomputer commands and functions to efficiently and effectively produce written documents. 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 Policy:

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 that meet the computer literacy requirement and passing the course with a "C" or better.
2. By passing the college's computer literacy test with a minimum grade of 70%.

State/Federal Regulatory Requirements (cite if applicable):

BCCC Policy

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 the test with a minimum grade of 70%. The computer literacy test may be taken a maximum of two times. This test is one of two approved 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.

Proposed Implementation Date:

2007

Originator/Division: Student Affairs

Approved by the Board of Trustees: October 29, 2007