



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

CIS 125 Computer Concepts & Applications
EDU 205 Educational Technology

EDU 205 Educational Technology

PHY 223 General Physics I

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 ____ timed; however, please allow approximately _____ to complete the exam before closing.

This Computer Literacy Proficiency Exam is 2 parts:

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

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

_____ There are 40 multiple choice, multiple response and True/False questions.

Textbook: _____ Bourgeois

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

_____ 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.

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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.

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The Computer Literacy exam is given at both Jefferson College sites (i.e. Hillsboro, Arnold).
, but please allow approximately for the exam before closing. For Testing Center hours,
please refer to the Testing Center webpage: <https://www.jeffco.edu/Testing-Center>.