SHASTA COLLEGE ASSESSMENT CENTER
COMPUTER COMPETENCY GRADUATION TEST

Please read:

Students who are subject to 2009-2010 or later graduation requirements must demonstrate computer competency in order to receive a degree from Shasta College. Students may meet this requirement a variety of ways (please refer to the Shasta College catalog for details), including by passing an exam.

The competency exam contains questions regarding basic computer concepts, the Internet, email, word processing software, spreadsheets, presentation software and operating systems. While it is designed to be general in nature, students must perform tasks using Microsoft Office 2010 software (Word, Excel, PowerPoint, Access and Outlook), Windows XP and Windows 8. Because of this limit, students who have not already used Office 2010 products are strongly advised to become familiar with them before attempting the exam. The exam is available in the Assessment Center, Room 102 in the 100 building during testing hours. It is also available by appointment at the Intermountain, Tehama and Trinity campuses.

There is a 90-minute time limit for the test. Some questions require you to complete a task or enter information. Please be very careful when entering information. If you enter the information incorrectly (i.e. if you misspell or mistype a word) you may not be given credit for a correct answer.

WE STRONGLY SUGGEST THAT THIS TEST IS TAKEN AT LEAST ONE SEMESTER PRIOR TO GRADUATION TO ALLOW TIME TO COMPLETE CLASS IF NEEDED

If CIS1 is listed as a core requirement for your major, it may NOT be waived with this test

Directions for taking the computer competency exam:

1. Purchase a registration code from the Shasta College bookstore. Check with the bookstore for the current price. Codes may be used for retests if needed. You may take the exam two times per term and a maximum of six times within a two-year time period.

2. Bring the registration code to the Assessment Center in Room 102 in the 100 building during their testing hours. Please have a picture ID and your Shasta College student ID number with you when you arrive.

If you need review, these sites may helpful:

http://www.shastacollege.edu/library/database/
http://www.gcflearnfree.org/computer
http://www.homeandlearn.co.uk
http://www.comptechdoc.org/basic/basictut

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Shasta College