Please read:

Students who are subject to 2009-2010 or later graduation requirements must demonstrate computer competence in order to receive a degree from Shasta College. Students may meet this requirement in one of the following ways:

- CIS 1 Computer Literacy with a grade of C or better
- AGNR 52 Computers in Agriculture and Natural Resources with a grade of C or better
- Pass the Shasta College computer literacy exam
- Receive credit for CIS through an articulated high school course
- Possess IC³ certification
- Receive a score of 50 or higher on the CLEP Information Systems and Computer Applications exam
- Document completion of a computer literacy requirement at another college

Minimum of three units to include the coursework options listed below with a grade of C or better OAS91 (Word) or OAS 51 Intro to keyboarding and Word) and any 2 units from the following:
- CIS 20 (Access), OAS 10 (Excel), OAS 80 (Outlook) or OAS 94 (PowerPoint)

Note: MOS or MCAS certification will substitute for the equivalent software class.

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 by appointment. 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.

TO STUDY FOR THIS TEST: Refer to tutorials on YouTube and/or Google.
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**

You may take this test on campus in the Assessment Office (by appointment) or at home.

Directions for taking the computer competency exam **on campus:**

1. Visit the assessment webpage at [www.shastacollege.edu/assessment](http://www.shastacollege.edu/assessment) to make your appointment.
2. Please bring a picture ID and with you when you arrive.

Student Instructions for taking the SIMnet Computer Literacy test **off campus:**

To be able to take the computer literacy test off campus, you must first call the assessment office at 530-242-7751 for assistance in setting up your account with SIMnet. Once your account is set up and the correct test is assigned to you, you will be able to log in, and take the test.

Once you have finished and passed with a 75% or better, take note of your score and email it along with your name and student ID number to testcenter@shastacollege.edu. You may take the test up to 6 times if needed.

**Must have a score of 75% to pass**

REMEMBER to email the score to the test center at testcenter@shastacollege.edu

Include, your name, student ID# and the score that you received.

If you do not do this your score will not be updated.