

Basic Computer Skills Competency Test

What is it? It is a competency test. Being competent in an application means that not only can you perform a task or group of tasks, but that you can perform them quickly. The test itself is given online testing your software skills in the four main Microsoft Office applications, and is timed. The current version is based on Office 2010. The test is made of four parts, Word, PowerPoint, Excel and Access. The Excel and Access parts correspond to the material covered in BI 107

(Spreadsheets) and BI 108 (Database). Word and PowerPoint together correspond to BI 109 (Communications Technology). You may take one, two, or all three sections. If you take word you will also need to take PowerPoint to be waived as the scores are combined. You do not have to take all sections.

What it does? Passing a section waives the BI 100 level pre-requisite for any course in the Boler School of Business. You do not receive course credit. For example, if you pass the Excel Test, you would be waived for classes requiring BI 107.



unfamiliar with.

How do I register? Contact Mrs. Schartman, 216-397-4386, or cschartman@jcu.edu. This exam is offered online May 18 – August 17, 2012.

Is there a test fee? Yes, there is currently a \$15 fee for the instructions and access code..



When should you take it? Get a copy of the test objectives from Mrs. Schartman and look over the skills. The items in bold face are emphasized on the test, but all items are covered. If you feel knowledgeable and proficient in all those areas in a particular application, by all means take the test for that application.

When shouldn't you take it? If you find you have to "hunt" through menus to perform most tasks, or if there are items in the test objectives you are