



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 2013. The test has four parts: Excel, Access, and combined Word and PowerPoint. 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.



Why take it? Passing a section waives the BI 100 level pre-requisite for that course in the Boler School of Business. You do not receive course credit, but a pre-requisite waiver. For example, if you pass the Excel Test, you are waived from BI 107 and you meet the pre-requisite for any class requiring BI 107.



When should you take it? Get a copy of the test objectives by emailing Mr. Richard Blamer at rblamer@jcu.edu or online at <http://sites.jcu.edu/boler/pages/resources/undergraduates/schedule-your-classes/basic-computer-skills-competency-test/> 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 ribbons to perform most tasks, or if there are skills in the test objectives with which you are unfamiliar.

How do I register? Please email Richard Blamer at rblamer@jcu.edu to request the registration form.

Is there a test fee? Yes, there is a \$15.00 fee that you pay online when you register.

Upcoming Test Opportunities:

June 7 – September 1, 2016