PURPOSE:

This document establishes a standard process by which students may demonstrate computer proficiency to fulfill the College’s General Education requirement.

PROCESS:

An Academic Advisor or Counselor will determine whether a student has taken the appropriate HCC or equivalent college/university course(s) that substantially use(s) computers to demonstrate the required level of proficiency. Computer proficiency is a core requirement of the General Education curriculum. Students must demonstrate computer proficiency in one of the following ways in order to be eligible for graduation:

1. Provide an official transcript demonstrating successful completion of a college/university course(s) equivalent to the approved HCC course(s).
2. Successfully complete approved HCC computer course(s), CGS 1000, Introduction to Computers and Technology – 3 cr. hrs.
3. Pass proficiency exam administered by the college.
4. If the appropriate course(s) has not been taken, the student may take the HCC Computer Proficiency Exam to demonstrate proficiency.
5. The Advisor or Counselor will complete the Computer Proficiency Exam (CPE) referral form and will instruct the student to proceed to the Test Center for test scheduling.
6. The student will present the CPE referral form to the Test Center staff along with a photo ID.
7. The staff will schedule a testing date and will provide an Instruction Sheet that is dated and signed. The form will note the date and time for the CPE appointment for the student’s convenience. The Test Center will keep and maintain the CPE referral form.
8. The student will present the signed and dated CPE Instruction Sheet to the bookstore for purchase of the CPE software. Students are responsible for completing the process of creating a password through the software, to be used for CPE testing log-in.
9. The student will return to the Test Center on the scheduled date with a created password and photo ID.
10. Test results will be printed and provided to the student immediately upon completion of the exam. The passing score on the CPE is 70 and above.
11. Test Center staff will record the score in the student information system (Datatel), using the TSUM screen and recording the CPE score in the “Other Test” section of the screen.
12. The CPE is a one-time exam and is not repeatable. No college credit is awarded for passing the exam.