



<u>ACADEMIC POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER:	PAGE NUMBER
	CHAPTER:	Academic Policies
	SUBJECT:	Degree Requirements: Proficiency Requirements: Technology Proficiency
RELATED POLICIES:	EFFECTIVE DATE:	5/12/2010
	SUPERSESION:	
	OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs	 Dr. David P. Svaldi President

Proficiency Requirements

Technology Proficiency

I. POLICY:

Students entering Adams State College must demonstrate baseline proficiency with technology by either: 1) passing the ASC Technology Proficiency examination with a grade of 70% or higher, or 2) passing an approved technology course with a grade of 'C-' or better. Courses meeting this proficiency are BUS 120 Business Computer Applications and CSCI 100 Essentials of Information Technology. This proficiency should be met by the end of the sophomore year. To encourage the students to complete the requirement expeditiously, it is recommended that all departments add the prerequisite: "BUS 120, CSCI 100, or technology proficiency" to courses which require significant computer use.

I. PURPOSE:

The purpose of this policy is to specify ASC's expectations for students regarding their proficiency with technology and how those expectations can be met.

II. DEFINITIONS:

- A. Approved technology course: BUS 120 Business Computer Applications or CSCI 100 Essentials of Information Technology.
- B. Technology proficiency: The examination consists of four individual tests covering Computer Literacy, Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. A score of 70% or higher in each content area is required to fulfill the technology proficiency.

III. PROCEDURES:

- A. The student will opt to either enroll in an approved class or take the technology proficiency examination.
- B. The technology proficiency examination schedule will be offered at the beginning and end of each semester. Students must reserve a specific time to take the test by registering in Porter Hall 144, School of Science, Mathematics, and Technology. Fifteen (15) students may take the exam at the same time, and the reservation is first-come, first-served. Each student in the first year at Adams State College will receive one attempt of the exam for free. For each attempt thereafter, the student will be charged the cost of the exam.
- C. Students must bring their ASC student ID. Without the ID, students will not be permitted to take the exam. The examination will begin at the schedule time; do not come late! The exam will be given either in

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the Babbage Computer Lab, Room 232 or the Ada Computer lab, Room 235 of Porter Hall (Science and Mathematics Building, second floor) and signs will be posted. Students may have a computer with Microsoft Office installed and open (next to the exam computer) to use the built-in Help feature of Word, Excel, and PowerPoint during the application part of the exam. (It can't be open or used during the concepts part of the exam.)

- D. If a student passes three of the four content areas, the student need only retake the exam for the one area he/she did not pass. However, if a student fails two or more of the content areas, he/she must take (and pass) all four content area exams to fulfill the technology proficiency requirement. Specific topics under each category are mentioned in a document prepared by the ASC Technology Proficiency Committee entitled Technology Proficiency Expectations, available on ASC Portal. The committee strongly recommends that students review this document prior to registering to take the Technology Proficiency examination. Other suggested website resources are listed on the ASC website.
- E. Students may take the examination three times, but may register for only one time during an examination period (i.e. September exams). If the results of the first two attempts at the examination are unsuccessful (score of less than 70%), students may study on their own or enroll in an approved course and earn a grade of "C-" or better. If the third attempt at the exam results in an unsatisfactory score, students are required to enroll (and remain enrolled) in an approved course until a grade of "C-" or better is attained. Please be aware that if a student reserves a time to take the examination, but does not show up, the student will be charged with one failed attempt at the exam.

IV. RESPONSIBILITY:

- A. The ASC Technology Proficiency committee is responsible for determining the content of the technology proficiency examination and modifying it as necessary.
- B. The student is responsible for reserving a test time and taking the test.
- C. The student is responsible for any preparation prior to the test.
- D. The college is responsible for providing tutorials and website links to relevant resources.
- E. The academic advisor is responsible for monitoring the student's progress towards a degree and encouraging them to enroll in an approved course or take the test in a timely manner.

V. AUTHORITY:

ASC General Catalog 2000 – present
ASC General Education policy 2000 - present

VI. HISTORY:

Effective Fall 2000
February 10, 2010
May 12, 2010

VII. ATTACHMENTS:

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