COMPUTER PROFICIENCY

To fulfill Richard Bland College’s computer proficiency requirement students can take a computer course (CSCI 110, 202, 211, 203, 212) or pass the Computer Proficiency Assessment.

Taking the Computer Proficiency Assessment

**Step 1:** Buy access code at this link:
https://www.cengagebrain.com/shop/ProductDisplay?urlRequestType=Base&catalogId=10057&categoryId=&productId=671487&errorViewName=ProductDisplayErrorView&urlLangId=-1&langId=-1&top_category=&parent_category_rn=&storeId=10151

**Step 2:** The Computer Proficiency Assessment must be taken in the library. Bring your access code to the library and tell the front desk you want to take the Computer Proficiency Assessment. The staff will get you set up and proctor your exam.

Important information about the Computer Proficiency Assessment

- It must be taken in the library
- It must be completed in one session
- It has typically taken students between 1-3 hours to complete
- Upon successful completion of the Computer Proficiency Assessment, students will have fulfilled RBC’s computer proficiency requirement. However, they do not receive credit hours for the course and it is not included in their GPA.

Frequently Asked Questions:

1. **Can I place out of the College’s computer class if I pass the exam?**

   Yes. To receive credit for passing the computer proficiency exam and place out, **you must print out your score after completing the exam**. Take your printout to the Registrar’s Office. NOTE: Passing the exam waives the requirement of taking the exam but does not credit you with the 3 credit hours you would receive from taking the class.

2. **What is considered a passing grade in order to place out of the College’s computer class?**

   You must answer 70% of the exam questions correctly to get a passing grade.
3. Can I retake the computer proficiency exam if I don’t pass?

Yes, you can take the exam up to three times.

4. Can I start the exam and then come back and finish it later?

No, once you start the exam you must complete it.

5. Will I lose my work if my computer crashes or my power goes out?

No, you won’t lose your work if your technology malfunctions. The testing program is designed to understand outages and will save your work. If you choose not to complete your exam in one sitting, however, you cannot save your work to finish later.

6. What topics does the exam cover?

The computer proficiency exam tests your knowledge of general technology topics, Microsoft Office 2013 and Windows 8, Microsoft Word, PowerPoint, Excel, and Access.

7. How many questions are there?

The exam consists of 150 questions in multiple choice, T/F, and fill-in-the-blank formats.

8. What’s “S/C Microsoft Office 2013: Introductory” listed under Available Assignments?

S/C Microsoft Office 2013: Introductory is an online textbook that covers the content in the computer proficiency exam. We have made it available in case you want to brush up on your knowledge and skills before taking the exam.

9. How should I prepare to take the exam?

Start by reviewing the S/C Microsoft Office 2013: Introductory online book that is made available to you on the SAM website. You don’t have to review everything. Use the table of contents to brush up on topics you are less familiar with. You could also search for YouTube videos that demonstrate basic Office 2013 tasks. If you are taking this exam, you should already possess familiarity with and knowledge of computers.

Contact:

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