



## Center for Alternative Studies and Educational Testing

### COMPUTER LITERACY CHALLENGE EXAMINATION POLICIES AND PROCEDURES

**Lynn Campus**, Lory Kwan-Keller  
300 Broad St., Room LE 232  
Lynn MA 01901  
(781) 477-2135

**Danvers Campus**, June Speliotis  
One Ferncroft Road, Room DM 213  
Danvers, MA 01923  
(978) 739-5452

#### I. GENERAL INFORMATION

The Computer Literacy Challenge Examination is designed by the Computer and Information Sciences Department to provide the opportunity for North Shore Community College students to demonstrate competence in computer terminology and applications. The examination is not timed and consists of 50 multiple-choice questions on the following topics:

- Hardware
- Software, systems, and applications
- Current operating systems
- Word processing – using Word
- Spreadsheets – using Excel
- PowerPoint
- Information Systems
- Social/ethical issues regarding computers
- Data storage and retrieval

#### II. APPLICATION AND PAYMENT PROCEDURES

The student submits a completed Computer Literacy Challenge Exam Application to the Center for Alternative Studies and Educational Testing, pays required fees, and **schedules an appointment** with Cecelia Balentine at the Lynn Campus or June Speliotis at the Danvers campus at least three (3) working days prior to the selected testing date.

A \$25.00 non-refundable **MONEY ORDER** made payable to North Shore Community College must be submitted with the application. A letter confirming the scheduled appointment and receipt of payment will be sent to the student.

#### III. ADMINISTRATION

The examination is administered by appointment throughout the year at the Danvers and Lynn campuses of the Center for Alternative Studies and Educational Testing. **Student must present a photo ID and signature to the examiner at the time of testing.**

#### IV. SCORING

The test is scored at the Center for Alternative Studies and Educational Testing. The student must correctly answer 38 out of 50 questions. This is equivalent to a performance level of C

#### V. RETEST POLICY

Students who do not achieve a passing score on the first try may take the exam one more time, with an interval of two weeks between tests. Students must submit a new Test Application / Admission Form and \$25 fee to the Center for Alternative Studies and Educational Testing. Appointments for another testing date will be scheduled upon receipt of application and fee.

#### VI. TRANSCRIPTION OF CREDIT AWARD

If the student achieves a passing score, the credit award is transcribed as a "P" (pass) grade. The award of credit will appear on the student's official transcript as follows:

<u>Semester/Yr</u>	<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>	<u>Grade</u>
9/05	CPS 095 ASM	Computer Literacy	0	P

NOTE: Upon passing the examination, a course waiver is awarded. The student must substitute a three-credit Liberal Arts course to fulfill the college program requirement.

#### VII. STUDY SUGGESTIONS

The O'Leary Series: Microsoft Word 2002, PowerPoint 2002, Excel 2002 by Timothy and Linda O'Leary - Published by McGraw-Hill Irwin or the Shelley-Cashman Series: Microsoft Word 2002, Microsoft Excel 2002 and Microsoft Powerpoint 2002

Using Information Technology 5<sup>th</sup> Ed. by Stacey C. Sawyer/ Brian K. Williams - Published by McGraw Hill- Irwin or Discovering Computers 2004 Brief by Shelly and Cashman, CTI

*These books are on reserve at the NSCC Lynn and Danvers libraries.*

#### VIII. CONFIDENTIALITY

The Center for Alternative Studies and Educational Testing will not provide information to any external source regarding an individual's test scores unless written permission is received from the student. This policy is in accordance with the student confidentiality policy of North Shore Community College.

**COMPUTER LITERACY CHALLENGE EXAMINATION  
APPLICATION**

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Lynn MA 01901  
(781) 477-2135

**Danvers Campus**, June Speliotis  
One Ferncroft Road, Room DM 213  
Danvers, MA 01923  
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Student \_\_\_\_\_ SS # \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Program of Study \_\_\_\_\_ Matriculated: Yes \_\_\_\_\_ No \_\_\_\_\_

Date of Exam \_\_\_\_\_ Time \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

This admission form and a \$25.00 fee in the form of a **MONEY ORDER ONLY** are due at the Center for Alternative Studies and Educational Testing three (3) working days prior to selected testing date. Please make money order out to NSCC.

**For CAS office use only:**

Verification of Payment \_\_\_\_\_ Receipt # \_\_\_\_\_ Date of Exam \_\_\_\_\_  
CAS Staff

**COMPUTER LITERACY  
CHALLENGE EXAMINATION  
SCORE REPORT**

**TO: The Center for Alternative Studies and Educational Testing,  
Lynn Campus: LE 232 or Danvers Campus: DM 213**

<u>Course #</u>	<u>Course Title</u>	<u>Score</u>	<u>Grade</u>	<u>Credits</u>
CPS 095 ASM	Computer Literacy	_____	_____	<u>0</u>

Examiner's Signature \_\_\_\_\_ Date \_\_\_\_\_