COMPUTER LITERACY WAIVER EXAM

The computer literacy waiver exam is authored by the School of Information Arts and Technologies and administered by the Office of Foundations and Transitions. It is intended for undergraduates who have not satisfied the lower level general education computer literacy requirement.

The fee is $35. Prepayment and a two-hour appointment are required for the 60-question, multiple-choice test. Call 410.837.5915 or stop by LC 108 to make your appointment after paying the fee.

SEE OTHER SIDE FOR MORE DETAILS ABOUT THE TEST.

Your test appointment is scheduled for: _______________. Bring a photo ID with you to LC 108.

REGISTRATION FORM

Name ___________________________ Select One  ☐ Liberal Arts  ☐ Law  ☐ Business
Address ___________________________________________
City ___________________________________________ State _______________ Zip

E-mail ___________________________________________
Phone ___________________________________________

Credit Card # ___________________________
Expiration Date  ____/____
Name on credit card ___________________________

Phone Registration: Call 410.837.5915. Visa, MasterCard, American Express, Discover accepted.

In-Person Registration: Bring this form and payment to the Bursar’s Office, AC 132, and bring the receipted registration form to LC 108 to schedule your test.

Fax Registration: Fax this form with credit card info to 410.837.5365

Accommodations for people with disabilities will be provided when requested one week prior to exam date.

Questions? Call us at 410.837.5915.

FOR OFFICE USE ONLY:

Department Name: Achievement and Learning Center
Account 451070 Department 4030020 Fund 4020 Program 015
Amount $_______ Description ___________________________
Check # ______ Bank (payor) ___________________________ Voucher (attach) ☐
(attach) ALC Employee ________ Date ________________
What do I need to know?

University of Baltimore adopts the definition of computer literacy from the Computer Literacy – USA organization: An understanding of the concepts, terminology and operations that relate to general computer use. It is the essential knowledge needed to function independently with a computer. This functionality includes the ability to solve and avoid problems, adapt to new situations, keep information organized and communicate effectively with other computer literate people.

Computer literacy learning objectives include demonstration of three types of competency: skills, concepts, and intellectual capabilities.

The computer literacy waiver exam allows those students who may have developed skills outside of the classroom to demonstrate sufficient knowledge of these computer literacy competencies. A satisfactory score allows the University to justifiably waive a course requirement to meet the computer literacy general education requirement at UB.

The test will assess the following:

1. Skills competencies with current applications. For example: word processors, graphics packages, web browsers, search engines, email, spreadsheets and databases.

2. Concepts competencies. These include what a computer is, and how it works; information systems; networks; digital representation of information; limitations of information technology; and the societal impact of information and information technology

3. Intellectual capabilities competencies. These include understanding how to manage complex technology needs, organize and navigate information structures, evaluate information, and collaborate with others using technology.

Some example texts that cover this material include:


Note that there are many resources available that cover computer literacy concepts.

What do I need to do?

Computer literacy is taken seriously at University of Baltimore. Some students may have acquired computer literacy skills through workplace or other experience. These students may seek a waiver from the computer literacy course requirement (COSC 100 or INSS 100) by passing an examination. If they pass the examination, students are not granted credit, but the requirement is considered met and an elective course may be used to fulfill the 120-credit graduation requirement.

The examination is administered by appointment through the Office of Foundations and Transitions. A $35.00 fee must be paid prior to testing. The test may be taken only one time. This is NOT a take-home test; students are given two hours to complete the multiple choice test in the Office of Foundations and Transitions. No study aids or other resources may be used during testing.

The test is scored by Office of Foundations and Transitions personnel, and examination results are distributed by UB e-mail within two business days to the student and to the academic adviser of his or her school.

Contact Carey Miller in the Office of Foundations and Transition, 410.837.5915, cmiller@ubalt.edu, LC 108, for more information or to make arrangements for your exam.