

## CMPL 511 Software Tools Waiver: General Information

**GSC degree candidates** who have mastered the outcomes of *CMPL 511 Software Tools* may complete an assessment to demonstrate their mastery and receive a waiver of *CMPL 511*. This assessment will 1) meet the requirement for a course in Information Technology Literacy in General Education for the A.A., A.S., B.A., and B.S. and 2) satisfy the *CMPL 511* prerequisite for any course(s), if applicable.

There is no fee to take the assessment; no college credit will be added to the student's transcript upon successful completion. Students who wish to request transcribed credits for *CMPL 511* should pursue the [CMPL 511 training portfolio option](#).

**Nondegree students** seeking to enroll in a GSC course that has *CMPL 511 Software Tools* as a prerequisite may also take the assessment to demonstrate mastery of the course outcomes and receive permission to waive the *CMPL 511* prerequisite. There is no fee to take the assessment; no college credit will be added to the student's transcript. Nondegree students are not eligible to request college credit through training portfolio.

**The CMPL 511 assessment** is available as a test in Moodle, the software used in Granite State College's online interactive courses. The assessment consists of two parts. In the first part of the assessment, the student will write an essay responding to questions about an information technology article. The second part of the assessment consists of a set of exercises which require the use of Word, Excel, Access, and PowerPoint. Students will have thirty days from the date on which they first access the Moodle CMPL 511 waiver assessment to complete the two sections. The level of mastery required for the student to pass the assessment is the same as that of a student who took the *CMPL 511* course and received a 'C'.

### Next Steps

#### **Step 1**

Students [request access to the Moodle assessment](#) from Office of Undergraduate Studies and provide his or her user name for logging into Moodle.

#### **Step 2**

The Office of Undergraduate Studies notifies the student via e-mail when access has been granted.

#### **Step 3**

The student logs into MyGranite, and completes the assessment in Moodle within thirty days.

#### **Step 4**

The Resource Faculty member for Information Technology evaluates the assessment and determines whether the student achieved a passing score.

#### **Step 5**

Academic Affairs notifies the student, the student's coach, and the Registrar's Office of the results via e-mail, normally within two weeks.

## CMPL 511 Software Tools Waiver: Assessment Content

The content of the *CMPL 511 Software Tools* assessment is based on the learning outcomes for GSC's *CMPL 511* course:

1. use common computing terminology correctly to explain how computers work and to describe the characteristics of system hardware, software and peripheral devices.
2. identify characteristics of common networks such as WANs, (including the Internet) LANs and the protocols that support them.
3. manage files and directories in both a single user and networked environment.
4. identify and explain the importance of safe computing practices (e.g. spyware and virus preventions, operating system updates.)
5. create a formatted word-processing document that utilizes common formatting features.
6. create a formatted spreadsheet that performs basic calculations using functions and formulas.
7. create an effective presentation using presentation software.
8. create a database from an existing design, create the forms for data entry, make queries of the database and generate reports.
9. demonstrate ability to navigate a course management system including making postings to a discussion board, submitting assignments and reviewing content.
10. articulate and discuss basic ethical, legal and societal issues arising from computer use and the implications of electronic technologies.
11. efficiently search, locate and evaluate information found on the Internet.
12. format academic and professional documents in MLA, APA or other appropriate citation formats.