

HEARTLAND COMMUNITY COLLEGE PROFICIENCY EXAMINATIONS

Proficiency exams offer students the opportunity to earn credit by examination for the following courses. The cost to register for each exam is \$50. If a student is unsuccessful, \$25 will be refunded. Registration forms are available from Assessment personnel in SCB 2303 & 2304, and at the Lincoln and Pontiac Centers. Completed forms and the \$50 registration fee should be submitted to the Cashier located in Student Services. Proficiency exams may be taken one time only. Call 309/ 268-8057 for additional information and scheduling.

COURSE	EXAM FORMAT	TIME LIMIT	% NEEDED TO PASS
ACSM 101 Introduction to Computers 3 credit hours	Computer: Blackboard Part I: 100 questions (multiple choice) on fundamental computer concepts. Part II: 100 questions (multiple choice) designed to assess ability to use software.	2.5 hours	78%
ACSM 102 Introduction to Computer Concepts 1.5 credit hours	Computer: Blackboard 100 questions (multiple choice) on fundamental computer concepts.	1 hour	78%
ACSM 103 Introduction to Computer Skills 1.5 credit hours	Computer: Blackboard 100 questions (multiple choice) designed to assess ability to use software.	1 hour	78%
ACSM 120, Microcomputers in Office Management 3 credit hours	Computer: Blackboard The exam consists of 5 tests: Word, Excel, Access, PowerPoint and Publisher (Microsoft Office 2007).	3 hours	70% in each section
ACSM 125 Presentation Graphics – MS PowerPoint 1 credit hour	Computer: Blackboard 150 questions (multiple choice) designed to assess ability to use software.	3 hours	75%
ACSM 155 Word Processing – MS Word 3 credit hours	Computer: Blackboard The exam consists of a theory test (100 multiple choice questions) and a practical test (creating documents).	3 hours	75%
BUSN 145 Workforce Preparation 1 credit hour	Currently under revision		
BUSN 150 Customer Relations 1 credit hour	Currently under revision		

CHIN 101 Chinese I 4 credit hours	Paper/Pencil. Consists of six sections, including multiple choice, vocabulary, and translation.	3 hours	80%
CHIN 102 Chinese II 4 credit hours	Paper/Pencil/Voice Recording. Consists of six sections, including fill in the blank, vocabulary, translation and speech.	3 hours	80%
CHIN 201 Chinese III 4 credit hours	Paper/Pencil/Voice Recording. Consists of five sections, including fill in the blank, vocabulary, translation and speech.	3 hours	80%
CHIN 202 Chinese IV 4 credit hours	Paper/Pencil/Voice Recording. Consists of seven sections, including fill in the blank, vocabulary, translation and speech.	3 hours	80%
CRJ 101 Introduction to Criminal Justice 3 credit hours	Paper/Pencil. 90 questions (multiple choice, matching).	1 hour	70%
FREN 101 French I 4 credit hours	Paper/Pencil. 68 questions (short answer, fill in the blank, true/false, multiple choice).	None	Assessed by faculty
OTEC 101 Keyboarding 1 credit hour	Computer, paper/pencil, demonstration	None, usually 30 min.	100% technique, 80% technique questions, 35 wpm, 100% keyboard
OTEC 102 Document Formatting 1 credit hour	Computer, paper/pencil, demonstration	None, usually less than 1 hour	70% grammar & mechanics, 80% formatting questions, 80% formatting demonstration
OTEC 112, Records Management 3 credit hours	Currently under revision	1 hour	70%
SPAN 101 Spanish I 4 credit hours	Written exam, with a section of responding in writing to oral questions.	1.5 hours	80%
SPAN 102 Spanish II 4 credit hours	Written exam, with a section of responding in writing to oral questions.	1.5 hours	80%
SPAN 201 Spanish III 4 credit hours	Written exam, with a section of responding in writing to oral questions.	1.5 hours	80%
SPAN 202 Spanish IV 4 credit hours	Written exam, with a section of responding in writing to oral questions.	1.5 hours	80%