

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 2001, 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. A course proficiency exam should be completed at least 2 weeks before the first class meeting. Call 309/ 268-8018 for additional information and scheduling.

COURSE	EXAM FORMAT	TIME LIMIT	% NEEDED TO PASS
ACSM 101 Introduction to Computers 3 credit hours	Computer: Blackboard Five sections including 50 (multiple choice) Concept Exam <i>and</i> Performance Tests for WORD, EXCEL, ACCESS, POWERPOINT	3 hours	5 Sections to this Exam Need to pass each section with 80% accuracy
ACSM 125 Presentation Graphics – MS PowerPoint 1 credit hour	Computer: Blackboard Two sections including multiple choice Concept Exam <i>and</i> Performance Test	2 hours	2 Sections Need to pass each section with 80% accuracy
ACSM 136 Excel Level I 1 Credit Hour	Computer: Blackboard Two sections including multiple choice Concept Exam <i>and</i> Performance Test	2 hours	2 Sections Need to pass each section with 80% accuracy
ACSM 137 Excel Level II 1 Credit Hour	Computer: Blackboard Two sections including multiple choice Concept Exam <i>and</i> Performance Test	2 hours	2 Sections Need to pass each section with 80% accuracy
ACSM 146 Access Level I 1 Credit Hour	Computer: Blackboard Two sections including multiple choice Concept Exam <i>and</i> Performance Test	2 hours	2 Sections Need to pass each section with 80% accuracy
ACSM 147 Access Level II 1 Credit Hour	Computer: Blackboard Two sections including multiple choice Concept Exam <i>and</i> Performance Test	2 hours	2 Sections Need to pass each section with 80% accuracy

ACSM 156 Word Processing MS Word Level I 1 Credit Hour	Computer: Blackboard Two sections including multiple choice Concept Exam <i>and</i> Performance Test	2 hours	2 Sections Need to pass each section with 80% accuracy
ACSM 157 Word Level II 1 Credit Hour	Computer: Blackboard Two sections including multiple choice Concept Exam <i>and</i> Performance Test	2 hours	2 Sections Need to pass each section with 80% accuracy
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: Blackboard Multiple Choice Concept Timed Writing Technique Evaluation	2 hours	3 Sections Need to pass each section with 80% accuracy
OTEC 102 Advanced Keyboarding 1 Credit Hour	Computer: Blackboard Multiple Choice Concept Timed Writing Technique Evaluation	2 hours	3 Sections Need to pass each section with 80%

			accuracy
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%