



Palm Beach State College
 Career Pathway Agreement Course Award
 Assessment Overview



DIGITAL DESIGN

In addition to applying to Palm Beach State College, declaring the appropriate Palm Beach State award program code:

College Credit Certificate in:

Legal Office Management (CCC 6112)	Office Software Applications (CCC 6484)	Office Support (CCC 6482)
Office Management (CCC 6114)	Office Specialist (CCC 6483)	

Associate Degree in:

Accounting Technology (AS 2050)	Office Administration (AS 2485)	Graphic Design Technology (AS 2011)
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and completing specific high school CTE courses with a grade of B or higher, the following assessment will be made for the awarded courses below:

CGS1100 Microcomputer Applications (3 credits) –


Course Description: This course will enable students to utilize common microcomputer hardware and software typically used in the workplace. Practical hands-on assignments in the areas of word processing, spreadsheet, database, and presentation graphics, as they apply to the workplace, will be explored in the course.

Course Learning Outcomes:

- Explain the principal components of a computer and their use.
- Perform various functions such as move, copy, rename, and delete files and folders.
- Use search engines to locate information, copy and paste the information and source into a document file.
- Utilize word processing software to create, edit, format, save, and print a variety of documents.
- Utilize a spreadsheet program to create, edit, format, save, and print a spreadsheet. Spreadsheets will provide business solutions incorporating the use of formulas and functions, absolute and relative cell references, graphs and charts using data in a spreadsheet.
- Utilize a database software program to create and edit tables, manage data records, set up queries to locate information; utilize statistical functions and calculated fields, and sort and select records to create a report file.
- Utilize presentation software to create, modify, and enhance a presentation with text, clip art, pictures and charts.
- Integrate information from multiple programs and export tables and data to other software applications.

Assessment- 80% on CGS1100 challenge exam OR Microsoft Certification in Word, Excel, & PowerPoint at the Specialist level. **Challenge Exam on Lake Worth Campus**

CGS1100 Career Pathway Challenge Exam Overview:

	
PALM BEACH STATE COLLEGE CGS 1100 Microcomputer Applications Challenge Exam (3 credits AA)	
Course Number:	CGS 1100
Course Title:	Microcomputer Applications (Challenge Exam)

When student completes the assessment process they should return to the contact person for the Career Pathway Agreement being followed to finish the credit award process.



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Credit: 3
Exam Proctor: Professor Tommy Martin (Computer Science Department)
Proctor's Contact
 E-mail: martint@palmbeachstate.edu (please use email as the main point of contact – make sure you use your PBSC's email and state your first and last name in the email)
 Phone: 561-868-3226
Testing Location: TC 406 (Technology Building 4th floor - located on the Lake Worth campus)

Exam Description: The Microcomputer Applications Challenge Exam consists of a combination of 150 multiple choice questions and skilled based tasks based on Microsoft Office 2013 -Word 2013, Excel 2013, PowerPoint 2013 and Access 2013. The exam is administered via SAM 2013 (Skill Assessment Manager 2013) – a computerized simulated software that mimics Microsoft Office 2013. You will need to read each question very carefully as there will be times when you will have to execute multiple tasks within one task base question. For each skill based task, you are allowed 3 attempts for correctness - multiple choice questions, you have only 1 attempt for correctness.

Associate Dean will issue reduced rate cashier form for qualified Career Pathway students of \$20. Students will still need to purchase SAM access code - est. cost \$30.

The CGS 1100 Microcomputer Application Challenge Exam is timed. You have 150 minutes (2.5 hours) to complete the exam.

The passing score is 80% (you are only allowed to miss a total of 30 questions/tasks). The score that SAM computes will be your final score. The exam proctor WILL NOT make any adjustments to the final score.

Instructions:

1. You must be a current registered student at Palm Beach State College.
2. There is a \$45.00 fee for taking the exam (fee subject to change based on PBSC's terms). You must pay Palm Beach State College's cashier and make sure you get a receipt of payment.
3. You will need to purchase the access code for the SAM testing software that will be used. You can go the PBSC's Bookstore to purchase the following SAM access code packet:

SAM 2013 Challenge Printed Access Card, 1st Edition (Cengage Learning)
 ISBN-10: 1285735021 or ISBN-13: 9781285735023

Note: Make sure you purchase the above access code packet. Should you purchase the wrong access packet and open it, there is NO return or refund.



PALM BEACH STATE COLLEGE
CGS 1100 Microcomputer Applications Challenge Exam
(3 credits AA)

4. On the day of testing, make sure you bring the following to the testing location:
 1. Photo Identification (PBSC's School ID or Driver's License).

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2. PBSC cashier's receipt showing payment for the exam (\$45.00- fee subject to change according to PBSC's terms).
 3. SAM 2013 Challenge Printed Access Card – (Do not open until exam proctor gives permission).
 4. You must arrive at least 10 minutes early before the actual testing time so that the exam proctor can walk you through the SAM registration process.
5. Due to the testing dates, make sure you register for a CGS 1100 Microcomputer Applications regular face-to-face course or a CGS 1100 Microcomputer Applications course that is offered online as a back-up should you not pass the challenge exam with a 80% or higher.

FALL 2013 AND SPRING 2014 EXAM SCHEDULE

DATE	TIME	LOCATION	CAMPUS
August 21, 2013	9:30am – 12:00pm	Room TC 406	Lake Worth
September 13, 2013	10:00am – 12:30pm	Room TC 406	Lake Worth
September 27, 2013	10:00am – 12:30pm	Room TC 406	Lake Worth
October 11, 2013	10:00am – 12:30pm	Room TC 406	Lake Worth
October 25, 2013	10:00am – 12:30pm	Room TC 406	Lake Worth
November 8, 2013	10:00am – 12:30pm	Room TC 406	Lake Worth
November 22, 2013	10:00am – 12:30pm	Room TC 406	Lake Worth
December 6, 2013	10:00am – 12:30pm	Room TC 406	Lake Worth
December 10, 2013	10:00am – 12:30pm	Room TC 406	Lake Worth
January 2, 2014	10:00am – 12:30pm	Room TC 406	Lake Worth
January 17, 2014	10:00am – 12:30pm	Room TC 406	Lake Worth
February 7, 2014	10:00am – 12:30pm	Room TC 406	Lake Worth
February 21, 2014	10:00am – 12:30pm	Room TC 406	Lake Worth
March 14, 2014	10:00am – 12:30pm	Room TC 406	Lake Worth
March 28, 2014	10:00am – 12:30pm	Room TC 406	Lake Worth
April 4, 2014	10:00am – 12:30pm	Room TC 406	Lake Worth
April 30, 2014	10:00am – 12:30pm	Room TC 406	Lake Worth
May 1, 2014	10:00am – 12:30pm	Room TC 406	Lake Worth
<p>Note: There is no testing during the Summer A 2014 and Summer B 2014 terms. The next exam schedule will be issued on July 15, 2014 for the Fall 2014 and Spring 2015 exam dates.</p>			

GRA2100C- Introduction to Macintosh Graphics (3 credits) -

Course Description: An introductory course in the use of the Macintosh computer as a graphic design tool. The student will learn how to navigate on a Macintosh and take advantage of its operating software features. Care and maintenance will also be covered, as well as the basics of three mainstream graphics applications.

Course Learning Outcomes:

- Manipulate Mac OS.
- Organize digital files on a server.
- Demonstrate ability to follow directions.
- Create projects in software used for illustration, image editing and page layout.
- Use font management software.

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- Demonstrate ability to mount projects professionally.
- Demonstrate/use current technology.
- Demonstrate ability to print in a laser printer.

Assessment- Verify proof of Adobe Photoshop Certified Expert (ADOBE005) or Adobe Dreamweaver Certified Associate (ADOBE010), submission of a project portfolio and completion of course prerequisites ART1201C and ART1300C **Portfolio evaluated on Lake Worth Campus**

Project Portfolio Overview - Portfolio should consist of 10-12 samples of a range of Graphic Design marketing solutions. These samples could include but not limited to:

- Poster Design,
- Cover Designs; exploring shapes.
- Cover Design exploring patterns or textures
- Beginning phase of a branding system including a logo.
- Face design of a simple package.
- Basic product promotion
- Self promotion
- Web Design/ first two pages
- Newsletter masthead design
- An inventive Christmas card
- Full page ad any product

All portfolio projects should be created electronically using any of the following software: Photoshop, Illustrator, InDesign or Dreamweaver. Work will be evaluated base on solid design principles and clear visual communication.

OST1100C Beginning Keyboarding (3 credits)

Course Description: This course provides techniques and basic skill in the touch system of keyboarding. In addition, students prepare business letters, memorandums, reports, and tables using a popular word processing software application.

Course Learning Outcomes:

- Demonstrate correct keyboarding technique using the touch system of keyboarding so that speed and accuracy improvement continue beyond this course.
- Develop a minimum typing speed of 35 words per minute on a 3-minute timed writing with three or fewer errors on the letter keyboard.
- Operate the figure row of the main keyboard by touch.
- Operate the symbol keys on the top row with limited visual assistance.
- Produce mailable business documents including business letters, tables, memos, envelopes, and reports using word processing software.
- Demonstrate good work habits, skill in proofreading, and the ability to edit daily assignments in a timely manner and with a professional attitude.

Assessment-80% on OST1100C challenge exam (practical) **See contact below for challenge exam location**

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OTA 0100, Introduction to Keyboarding/Word Processing
 Exemption Exam

Student's Name: _____ Student's Grade: _____

NOTE: Students must earn 80 percent or higher on the exam to be exempt from taking this class.

1. 3-Minute Timings

Typing Speed	Errors	Grade
35+	3 or fewer errors	100
Any Speed	4 or more errors	Fail

Students must be able to type 35 wpm with 3 or fewer errors in order to proceed with the rest of the exam. Students not able to type at 35 wpm with 3 or fewer errors must register for OTA 0100.

2. Keyboarding/WP Written Exam
 (100 Questions, 100 points)

Exam will cover keyboarding principles and theory; proofreading skills; business and academic reports, letters, emails, memos, and tables.; proper formatting; and basics of Microsoft Word 2007.

3. Production Projects (2-Hour Limit)

Projects (4) will be graded according to mailability standards; i.e., free of formatting, typographical, and grammatical errors.

Points/Project		Points Earned	Grade
<u>Mailable</u>	1 pt.	4 pts.	100
Minor Error/s	.5 pt.	3.5 pts.	90
Unusable	0 pt.	3 pts.	85
		2.5 pts.	80
		2 pts.	75
		1.5 pts.	70

OTA 0100, Exemption Exam		Score	Required
3-Minute Timings	wpm/ errors		80% or higher required
Written Test	(Correct Answers) x 1 pts. =		
Projects Start Time: _____ Ending Time: _____	Report	pt/s.	
	Letter with Envelope	pt/s.	
	Table	pt/s.	
	Memo	pt/s.	
	Total Points	pt/s.	
Final Score—Average of Written Tests, Timings, and Projects			

*Exam for Keyboarding used for OTA0100 Intro to Keyboarding/Word Processing and OST1100C Beginning Keyboarding

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Contact Information Position/Program column includes assistance provided in parentheses. Ex. (*Testing Center*):

Belle Glade Campus			
Position/Program	Name	Phone	MS/Room
All Academic Programs (<i>Testing Center</i>)	Moore, Barry	993-1134	43 / CRA-105.2
Boca Raton Campus			
Position/Program	Name	Phone	MS/Room
Associate Dean, Academic Affairs – Architecture, Art & Humanities, Developmental Education (excluding Math), Economics, English & Literature, Foreign Language, Massage Therapy (PSAV), Social Sciences, Speech, Student Learning Center (SLC) (<i>Testing Center</i>)	Bruton, Leonard	862-4414	44 / AD-414
Associate Dean, Academic Affairs - Business & Technology (including Computer Programs), Entrepreneurship, Health & Nutrition, Mathematics Credit & Prep, Natural & Physical Science (<i>Testing Center</i>)	Coleman-Ferrell, Nika	862-4415	44 / AD-405
Lake Worth Campus			
Position/Program	Name	Phone	MS/Room
Associate Dean, Academic Affairs , Business Programs, Computer Science (<i>CGS1100 MOUS Certification, OST1100C Challenge Exam</i>)	Knopp, David	868-3689	49 / BA-302.1
Professor Computer Science (<i>CGS1100 Challenge Exam</i>)	Martin, Tommy	868-3226	49 / TC 406
Associate Dean, Academic Affairs Art, Foreign Languages, Graphic Design, Interior Design, Motion Picture & Television Technology, Music, Theatre (<i>Testing Center</i>)	Grant, Vernon	868-3272	15 / HU-117
Department Chair /Fine Arts, Graphic Design, Multimedia Arts (<i>GRA2100C Portfolio Review</i>)	Martin, Victoria	868-3924	TC-122
Palm Beach Gardens			
Position/Program	Name	Phone	MS/Room
Associate Dean, Academic Affairs - Developmental Education, Speech, Humanities, Visual Arts, English (<i>Testing Center</i>)	Gingras, Robert	207-5421	45 / BB108.3
Associate Dean, Academic Affairs - Environmental Science, IEES, Ophthalmic Medical Technology, - Biotechnology, Electrical Power Technology, Environmental Horticulture, Paralegal, Science, Business, Accounting, Computer Science, Economics, Health Education, Radiography, Respiratory Care, Sonography (<i>Testing Center</i>)	Van Der Velde, Robert	207-5416	45 / SC-160

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