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| **Computer Familiarity** |  |
| There will be three ways of meeting the Computer Familiarity Graduation requirement: | Agriculture 1,  Aviation Maintenance  Technology 1;  Art 30A, 30B, 37A, 37B, 38,  41, 42, 44;  Computer Science 1, 5, 15, 40;  Engineering 2, 40;  Information Systems 11,  12, 13, 15;  Natural Resources 3;  Office Technology 1; or  (b) the “Information Systems-Computer  Literacy Brief Courses Certificate”:  or  (c) a college examination of  computer familiarity. |
| 1. Some courses in the college curriculum go well beyond the familiarity to computer literacy. Courses judged by the curriculum committee to give students some aspect of computer literacy would obviously meet the computer familiarity requirements. |
| 1. Courses that only use computers in the delivery of instruction should use items 1-4 below to apply for approval of the computer familiarity standard. Course outlines that demonstrate the mastery of the performance standards below would be accepted as meeting the graduation requirement. |
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| **Computer Familiarity Performance Standards**(9/99, rev. 9/03): |
| * + - 1. Activate a personal computer and load files or software from a disk and/or CD ROM; |
| * + - 1. Access and use one application to create a document, save, retrieve, and print it; |
| * + - 1. Access the Internet/World Wide Web on a dial up basis or via a school Local Area Network and use a search tool to locate information relevant to course work, then print it or download it to a file; |
| * + - 1. Send and reply to email messages; |
| 1. In addition, the test developed to meet the graduation requirement will test the four recommended performance standards. |