

Computer Proficiency Requirement

All degree seeking students at Lake-Sumter Community College must demonstrate computer proficiency in order to be granted the Associate in Applied Science, the Associate in Science, or the Associate in Arts degree.

The computer proficiency requirement must be met through one of the following:

1. Passing the institutional computer proficiency exam with a score of 70% or greater. Students wishing to take the computer proficiency exam must complete a Request for Computer Proficiency Form and submit it to the Learning Center by the posted deadline. Passing grades will be listed on the transcript with a grade of "P," but no credit will be awarded. The exam is free.
2. Students may choose to earn course credit via Credit by Exam for certain computer courses. There is a fee for Credit by Exam

A list of exams offered, examination dates and the deadline for submitting request forms for the Computer Proficiency Exam or Credit by Exam are posted on the website at www.lsc.edu/home/creditbyexam.aspx.

3. Successful completion of a minimum of two (2) semester hours of computer coursework.

The following courses or course combinations will satisfy the computer proficiency requirement:

CGS 1100	Business Computer Applications	3 credits	or
CGS 1530	Microcomputer Applications	3 credits	or
OST 1854	Microsoft Office – Introduction	3 credits	or
OST 2857	Microsoft Office – Advanced	3 credits	or
EME 2040	Technology for Educators	3 credits	

OR

One course from:

OST 1100	Keyboarding & Document Formatting	3 credits	or
OST 1110	Advanced Document Formatting.....	3 credits	or
OST 1743	Word Processing for College Writing	1 credit	

AND one course from:

CET 1171	Microcomputer Hardware	3 credits	or
CGS 1003	Fundamentals of Computer Usage	1 credit	or
CGS 1033	Computers: Buying and Configuring	1 credit	or
CTS 1101	Windows Introduction	1 credit	or
CTS 1261	Excel Level I	1 credit	or
CTS 1262	MS Excel	3 credit	or
CTS 1271	Excel Level II	1 credit	or
CTS 1281	Excel Level III	1 credit	or
CTS 1400	MS Access – Introduction.....	1 credit	or
CTS 1401	MS Access	3 credit	or
CIS 1940	Special Topics – computers	1 credit	or
LIS 1002	Electronic Resources	1 credit	or
LIS 2003	Introduction: Internet Resources	1 credit	or
LIS 2004	Introduction: Internet Research.....	1 credit	

OR (Suggested for Graphic Design/Digital Media)

OST 1743	Word Processing for College Writing	1 credit	and
CAP 2700	Introduction to Computer Art	3 credits	

OR (Suggested for Nursing)

OST 1100	Keyboarding & Doc. Formatting	3 credits	or
OST 1110	Advanced Document Formatting.....	3 credits	or
OST 1743	Word Processing for College Writing	1 credit	and
NUR 1022	Nursing Foundations I	3 credits	

OR (Suggested for Nursing Bridge)

OST 1743	Word Processing for College Writing	1 credit	or
OST 1100	Keyboarding & Document Formatting	3 credits	or
OST 1110	Advanced Document Formatting.....	3 credits	and
NUR 2003C	Nursing Transition	3 credits	