

Computer Literacy Policy

[EFS 4/24/87] Computer literacy is recognized as a discipline-specific concept; general campus guidelines are intended to provide minimum standards for the development of discipline-specific requirements. A campus requirement is provided as a model for the development of discipline-specific requirements and as the computer literacy curriculum to be followed by students in disciplines which have chosen not to implement requirements of their own.

- A student must demonstrate proficiency in designated computer literacy courses totaling at least 3 credit hours. Proficiency may be demonstrated by either of 2 methods:
 - 1) enroll in the course for credit and successfully complete it with a grade of C– or better; or
 - 2) successfully complete a representative project from each concept area covered by the course as assigned and certified by the campus unit responsible for the course. The student may elect to receive credit for any course completed by this method. The student may elect not to receive credit and have a form noting the successful demonstration of proficiency included in his or her official records.

- No more than 6 credit hours of computer literacy courses may be counted toward a degree. A lower limit may be stipulated for each specific degree.

The computer literacy requirement may be completed by following one of the two procedures described below. Students in disciplines which have elected to establish their own specific computer literacy requirements must satisfy those requirements and should follow Procedure A. Students in all other disciplines should follow Procedure B.

Procedure A: For Disciplines Which Have Specified their own Requirements

The following disciplines have elected to establish their own computer literacy requirements. Each student must obtain details of the discipline's requirement from an advisor within the discipline: Education

Procedure B: For Disciplines Which Have not Specified Their own Requirements

Students in each discipline not listed in Procedure A must complete the following courses or demonstrate equivalent proficiencies.

- (1 cr) COLI G100 Microcomputer Operation and Word Processing
- select any two of the following courses:
 1. (1 cr) COLI G101 Keyboarding Skills for Efficient Computer Use
 2. (1 cr) COLI G110 Database Management Systems and File Processing
 3. (1 cr) COLI G120 Organizing and Managing Thoughts thru Outlines
 4. (1 cr) COLI G130 Spreadsheets for Managing Numbers
 5. (1 cr) COLI G140 Using a Computer for Pictures and Graphics
 6. (1 cr) COLI G150 Accessing Online Information Services thru Telecommunications
 7. (1 cr) COLI G199 Computers in Society: Applications and Implications
 8. (1 cr) COLI G220 Advanced Word Processing

Scope

Every student who earns a degree granted by IU East must satisfy the computer literacy requirement. It is recommended that students earning a degree from a system school or from another campus also achieve a satisfactory level of computer literacy.

Effective Date

The computer literacy requirement applies to students who matriculate during or after Spring Semester 1987-88. All other students may satisfy the computer literacy requirement by choosing to satisfy — either the computer literacy requirement described in this document — or the computer literacy requirement in effect at the time of their matriculation. In either case, a student may count toward graduation computer literacy courses totaling not more than the credit limit stipulated in the applicable computer literacy requirement.

Beyond two years following the approval of this requirement, courses required to satisfy the previous requirement may no longer be offered at IU East. Students who have not completed the previous requirement by this time will have to satisfy the computer literacy requirement using the courses offered under the current requirement.

Passed: Faculty Senate Handbook 12/95 [Rescinded 3-2-10]