

BSS 101 – Keyboarding Applications Challenge Examination

What is the BSS 101 Challenge Exam?	<p>The BSS 101 – Keyboarding Applications challenge exam is a two-part test that measures typing and keyboarding application skills.</p> <ul style="list-style-type: none"> • Part I is a typing test. You must score 30-35 words per minute for three minutes with three errors or less in three out of five attempts. • Part II covers keyboarding applications. <i>You must pass the typing test to advance to Part II.</i> <p>The exam has been approved by QCC faculty and it is administered by a Quinsigamond proctor on a scheduled basis.</p>
For preparation	We recommend that you practice your typing with an emphasis on speed and accuracy.
To take examination	TO SCHEDULE EXAMINATION APPOINTMENT: Contact the Career Services careerservices@qcc.mass.edu.
Retesting	No retesting if the exam is failed
Scoring	On Part I, the typing test, you must score 30-35 words per minute for three minutes with three errors or less in three out of five attempts. If you pass the typing test, you may schedule Part II, the keyboarding applications exam. To successfully pass Part II, you need to earn a score of C or higher.
Eligibility A challenge exam cannot be used for these purposes:	<ul style="list-style-type: none"> • To expunge a failure in a course at QCC or elsewhere; • To attempt to raise a low grade in a course completed at QCC or elsewhere • To replace the following grades: I/R, I, or F • Examination results are non-transferable.
Special instructions for the day of your test	<ul style="list-style-type: none"> • Bring a photo ID and plan to arrive 10 minutes prior to the start of the test. • DO NOT bring backpacks, briefcases, large purses, books or papers, cell phones or any electronic devices, with you into the testing area. • The use of tutoring aids or templates is not allowed • DO NOT enter any computer programs (including the Internet) outside of the exam approved application Microsoft WORD • Cheating may be subject to penalties under the QCC Student Code of Conduct • For Part II, the Keyboarding Applications exam, you are required to stay in the testing area until completion of the examination. <i>Should you need to leave for any reason, your examination will be invalidated.</i> • You will have 2 hours to complete the keyboarding applications exam

COURSE / CREDIT INFORMATION:

Credit	Cost	Transcript Notation	Advantages
Earn 3 credits for <i>BSS 101 -Keyboarding Applications</i>	\$225 Payment due prior to taking Part II of exam	P	Fulfills program requirement without having to take course.

Please turn over for more information about test content →

BSS 101 – Keyboarding Applications Challenge Exam

This BSS 101 class focuses on the alphanumeric touch method of keyboarding with a personal computer, emphasizing the progressive development of speed and accuracy. Students learn basic keyboarding techniques, hardware components, and standard business needs, including business letters, forms, proposals, tabulations, and drafts. Through the course, students develop skills in composition, language arts, proofreading, and formatting. The goal of the course is for students to attain a speed of 30–35 wpm for three minutes with less than three errors.

The BSS 101 – Keyboarding Applications challenge exam is a two-part test that measures typing and keyboarding application skills.

- Part I is a typing test. You must score 30-35 words per minute for three minutes with three errors or less in three out of five attempts.
- Part II covers keyboarding applications. *You must pass the typing test to advance to Part II.*

The skills evaluated are:

- Alphanumeric touch method of keyboarding with a personal computer
- Progressive development of speed and accuracy
- Basic keyboarding techniques
- A typing speed of 30–35 wpm for three minutes with less than three errors is required
- Standard business needs
 - Business letters and memos
 - Reports/Agendas/Itineraries
 - Formatting, including tabs, columns, tables, etc.
 - Punctuation
 - Proofreading