



## Computer Proficiency Test (CPT)

The Computer Proficiency Test is an exam to assess the following: General Computing Knowledge, Microsoft Office - Word, Excel, PowerPoint, and Internet searching. Students at BUA will be required to utilize their knowledge in these respective areas in their courses, and therefore, are required to demonstrate proficiency as part of the placement process for the university. **The student will receive a passing grade per section if he/she answers 75% or more questions correctly on the CPT.** There is no fee for the Computer Proficiency Test (CPT). Test results will be sent to your advisor. Please contact Irma Rivera at [Irma.rivera@bua.edu](mailto:Irma.rivera@bua.edu) or 210-924-4338 Ext. 220 for any questions.

**Who is Required to take the CPT? *IT IS AN ADMISSION REQUIREMENT*:** Every new student applying to the AA or BA programs at the Baptist University of the Americas is required to take the CPT.

**WHERE?** BUA offers this test in the Computer Lab located in the BUA Learning Resources Center (LRC) Room 165.

**Cost:** No Fee.

**Testing Dates:**

- **Session 1:** Monday, January 13 at 8:30 a.m.
- **Session 2:** Wednesday, January 15 at 8:30 a.m.
- **Session 3:** Thursday, January 16 at 8:30 a.m.

**Test Results & Placement:** The student will receive a passing grade per section if he/she answers 75% or more questions correctly on the CPT. If the student fails one or more sections of the CPT, he/she will be required to register for Introduction to Computing (DEVL 0109), and will be required to attend the course module(s) corresponding to the areas where the student did not demonstrate proficiency. For example, if the student fails the section on General Computing Knowledge, but passes the remaining sections, the student will register for DEVL 0109, and will attend the course dates corresponding to the module focusing on General Computing Knowledge. At the end of the course dates corresponding to a specific module, the student will take an exam corresponding to the specific module studied, and will be required to obtain a score of 75%, to pass that module of the course.