

COMPUTER LITERACY/PROFICIENCY PREREQUISITE

Students must demonstrate competency in microcomputer-based applications, including spreadsheets and data bases. These competencies must be acquired at the beginning of the degree program, if the students are not already familiar with these applications. Competency may be demonstrated by examination, or by successfully completing approved short courses, or by completing PPA 480, Management Information Systems.

The computer proficiency exam is a required component of the core curriculum of the MPPA. Technology is an important component of the Master of Public Policy Administration program. In many of the courses, computers and their applications are integral to the skills and concepts learned in the course. Given this importance, the MPPA faculty have designed a computer proficiency exam to give you and us a sense of where you stand in terms of technology. **To satisfy this requirement, all components of this exam must be fully and correctly completed.**

You must take the exam by the **last day of class** of your first semester here at UM-St. Louis. **If you do not take the exam, you will not be allowed to register for courses in the MPPA program for your second term.** We designed the exam to identify any challenges you may have when it comes to technology. Thus, we require you to take the exam early in your tenure in the program. **You can pick up a copy of the exam in the MPPA office, 406 Tower. Help is available from the graduate research assistants located in 491a (in hallway on the fourth floor between SSB and the Tower) and in the Quantitative Computing Lab, 452 SSB. Thus, you can ask for assistance if you need to, but remember that not doing the work yourself (or not understanding help you receive) will make successful completion of courses in the MPPA program more difficult.**