**AOT 104 or CPT 101 Proficiency Exam**

Test eligibility requires the student to make application to the College, to complete the Central Carolina Technical College’s Admission procedures, and be admitted into a curriculum program. Also, the student may not be currently or have previously been enrolled in the class!

*Procedure:*

*Complete a* ***Proficiency Test Form****, which may be obtained from* ***Kevan Croteau—Room 133C*** *or the* ***Cashier****.*

*Pay the Cashier the current proficiency test fee to take the (AOT104) Keyboarding Proficiency Test* ***and/or*** *the (CPT 101) Introductory Computer Proficiency Test.*

***Return*** *the* ***Test Form(s)*** *to* ***Kevan Croteau*** *after* ***paying the Cashier****. (****Cashier will send the form to Richard Pritchard via interoffice mail system.)***

**For the CPT 101, Introduction to Computers Test, you must:**

**Be knowledgeable of basic computer concepts, Windows 10, and proficient in Microsoft Office 2016.**

**For the AOT 104, Keyboarding Test, you must:**

1. *Key* ***by touch*** *a minimum of* ***35 wpm with 5 or less errors*** *on a* ***three-minute*** *alphabetic timed writing.*
2. *Key documents such as a* ***Block-Style Business Letter*** *and a* ***Business Report****.*

**AOT 104 or CPT 101 Proficiency Exam**

*Report to the testing site, Main Campus—Room 113, on the designated testing date and time (3:30 p.m.)—see Test Dates below.*

**TEST DATES**

**2019-2020**

* August 19, 2020(fall credit)
* October 14, 2020(spring credit)
* January 6, 2021(spring credit)
* February 24, 2021(summer credit)
* May 12, 2021(summer credit)
* June 16, 2021(fall credit)