

STUDENT IT COMPETENCE

Rapid advances in information technology (IT) are leading us into the information age, changing the way we work, communicate and play, and increasing our productivity. IT literacy, the ability to use computers and other technologies to improve learning, productivity and performance, has become essential. To help students acquire this fundamental skill, the University provides a training and test package targeted at basic IT skills: the basic operation of a computer, skills in using application software in electronic communication, data management and information presentation, and an appreciation of the social implications of developments in IT.

IT Proficiency Training

The University has set up an IT Learning Centre (ITLC) to cater for the training needs of the students. A self-learning courseware is also available for use by those who wish to be trained before taking the IT Proficiency Test. Students may use the courseware at the Centre at his/her own pace or under the instruction of the staff of the ITLC, or access the courseware through the campus network. Besides, students may also attend some general lectures organized by IT Learning Centre on related IT topics. For details, please browse the Student IT Competence (SITC) homepage: <http://www.sitc.cuhk.edu.hk>.

IT Proficiency Test

All students are required to sit an IT Proficiency Test in their first year of attendance. They are required to make their own bookings for a test session at the IT Learning Centre when they are ready for the Test. Multiple attempts are allowed. First-year students who have failed the Test (irrespective of the number of attempts) or those who have yet to sit the Test at the end of the second term (for full-time undergraduates) or third term (for part-time undergraduates) are required to re-take/take the Test in late May (for full-time undergraduates) or late June (for part-time undergraduates). If they fail the Test or do not sit the Test in May/June, they will be required to re-sit/sit the Test in their second year of attendance. Any second-year students who have yet to pass the Test by the end of the second term (for full-time undergraduates) or third term (for part-time undergraduates) will, again, be required to re-take the Test in May/June, following the same procedures for first-year students.

- Students admitted in 2003-04 and before will be barred from graduation if they do not pass the IT Proficiency Test *and* yet have not attended the IT intensive course[#] twice.
- Students admitted in 2004-05 and thereafter will be barred from graduation if they do not pass the IT Proficiency Test. Multiple attempts are allowed.
- Students admitted in 2004-05 and thereafter, who have passed the International Computer Driving License Assessment, will be given exemption from the IT Proficiency Test upon application. (The application form for exemption is available on the SITC homepage.)

Students having passed the Test will have "IT Proficiency Passed" recorded on the transcripts, and those (admitted in 2003-04 and before) having failed the Test but attended the IT intensive course twice will have "IT Proficiency Course Attended" recorded.

[#] *IT Intensive Course is discontinued with effect from 2007-08.*

The syllabus of the Test is as follows:

Section 1	Operating a Microcomputer	Section 6	Ethics in IT and Relevant
Section 2	Word Processing		Hong Kong Legislation
Section 3	Spreadsheet	* Section 7	Information Security
Section 4	Electronic Communication	* Section 8	Information Literacy
Section 5	Presentation Software		

For further information about the requirements on Student IT Competence, and booking of self-learning and test sessions at the IT Learning Centre, please refer to the SITC homepage. For inquiry, please browse the ITSC Electronic Helpdesk <<http://helpdesk.itsc.cuhk.edu.hk>>.

* *Applicable to students admitted in 2006-07 and thereafter.*