



Hilliard City Schools

Digital Connections

Course Proficiency Study Guide

- I. **Course Proficiency Purpose:** The purpose of this study guide is to aid the students who wish to take the proficiency assessment for the credit flex option. Items that the student will be required to know for proficiency will be administered in two portions. The first part of the assessment is a two hour objective test. The second part is a two hour application test.

- II. **Description of Assessment Format:**
 - **Part 1: Objective test worth 100 points**
 1. Matching
 2. Multiple Choice
 3. True/False
 4. Fill in the Blank
 - **Part 2: Application test worth 100 points**
 1. S.M.A.R.T. Goals - 10 points
 2. Spreadsheets - 50 points
 3. Presentations - 15 points
 4. Interview Skills - 10 points
 5. Communication Skills - 15 points

- III. **Suggested Resources:**
 - [S.M.A.R.T. Goals](#)
 - [Growth Mindset](#)
 - R-Factor ([R-Factor](#) & [Hilliard's VBOs](#))
 - [Spreadsheets](#)
 - [Coding](#)
 - Presentations ([Do's & Don'ts](#), [Slideshow Tips](#), [Public Speaking](#), [Preparing a Presentation](#))
 - Interview Skills ([Interview Skills](#) and [Interviewing Skills](#))
 - [Digital Literacy](#)