# Computer Competency Requirement and Resource Information

## The Requirement
If you are planning to graduate from a program of 45 credits or more at GCC, you will need to satisfy the computer competency requirement by either passing a computer competency course or by passing the computer competency test.  The intended computer competency course is ITE 115.

## The Course
The Computer Competency Course is ITE 115 and is taught using Microsoft Office 2013.  The course covers the Microsoft Office tools including Word, Excel, Access, PowerPoint, and Outlook. The course can be taken in a classroom setting or online as a distance learning course.

## The Test
Important facts about the IC3 Computer Competency Test:
- The test is given in the academic Testing Center at the Fredericksburg Area Campus.
- The test must be scheduled ahead of time via email.
- The test may only be taken once.
- A **score of 700 or higher is required to pass the test.**

There are 73 questions in the assessment. The IC3 test provides an overview of an individual's digital literacy skills. The questions will use **Microsoft 2013** and will assess computing fundamentals, key applications, and living online. The multiple choice and application questions will gauge your knowledge of  hardware and software basics, operating system functionality, as well as word processing, spreadsheet, presentation, online collaboration and communication skills.  The test is intended to allow students who already have computer experience to demonstrate  their competency.  The test is not intended to take the place of ITE 115, and no credit is received for successful completion of the test.

## Computer Competency Test Resources
- View the Certiprep IC3 exam demo to see what kind of questions may be asked.
- GCFLearnFree.org also offers free online tutorials, videos, and classes for Office 2013, computer basics, and internet skills at http://www.gcflearnfree.org/topics

## Deadlines
Students who are applying for graduation need to take the test at  least 10 days before all stated deadlines. Please note that test is administered each semester during a specific   timeframe.  Check with Testing Services for the exact dates when appointments may be scheduled.

## Test Dates
Dates that the test is administered vary from semester to semester.  Students must schedule an appointment to take the test by sending an email to: factesting@germanna.edu. The subject line should include: ATTN: IC3.  For complete information on test registration, dates the test  is administered, and what information to bring to your testing appointment visit the Testing Center on campus or   the IC3 Computer Competency Test web page at: http://www.germanna.edu/testing/ic3-computer-competency/