

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 152.

The Course

The Computer Competency Course is ITE 152 and is taught using Microsoft Office 2021. 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 Office 2021** 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 152, 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](http://www.gcflearnfree.org) also offers free online tutorials, videos, and classes for Microsoft Office, 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: <https://germanna.edu/student-experience/academics-learning-support/testing-services/ic3-computer-competency>