

Computer Competency Test Study Guide

The Virginia Community College System believes that all students should experience a teaching-learning environment that espouses computer and information literacy in accessing electronic resources and applying knowledge through technology. The VCCS endorses the principle of computer competency for all students' intent on completing a curriculum in excess of 45 semester credits.

To be considered competent, the student will:

- 1• Be able to demonstrate a working knowledge of computing concepts, components, and operations to accomplish educational and career tasks;
- 2• Be able to use appropriate components of an integrated productivity software package involving word processing, spreadsheet, data base, presentations, and/or communications applications;
- 3• Be able to access, retrieve, and apply networked information resources, e.g., on-line catalog, virtual libraries, the Internet and world wide web; and
- 4• Be able to use telecommunication software, e.g., electronic mail, listservs, bulletin boards, and/or new groups, to communicate with faculty, students, and information providers.

The Computer Competency Tests will consist of the following two parts and will take approximately 2-4 hours to complete:

- 1• an objective test covering computer concepts, components, and operations
- 2• a test that shows the student's ability to use an integrated software package; access, and retrieve information from virtual libraries, the Internet, and/or the world wide web; use telecommunications software such as electronic mail, bulletin boards, listservs, and/or newsgroups to communicate

The Computer Competency Test will be given at the following locations (Reservations Required):

- 1• Locust Grove Campus: Testing Center, Room 207F, (540) 423-9147
- 2• Fredericksburg Area Campus: Testing Center, Room 207, (540) 891-3083

Requirement for Taking Test:

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