



Overview of the Computer Proficiency Requirement GND 1050

Belmont University requires that all entering (first-year and transfer) students who begin after June 1, 2001 have basic computer skills. The Computer Proficiency program has been divided into four levels. Although the first level (GND 1050) is the only requirement for graduation, your professors may decide that you need other levels to complete their specific courses. Some degrees may require higher levels of proficiency.

We expect all students to pass GND 1050 by either the end of their first or second semester at Belmont University, depending on their program. Professors in your other classes will expect you to have acquired these skills already and may give you assignments in their classes that draw on these skills. The sooner you complete this requirement, the more prepared you will be for your other classes.

Course GND 1050 (Level 1) is a 0-credit self-study course that meets the Computer Proficiency Requirement. There is no fee for this course except for the purchase of optional study materials purchased in the Belmont Bookstore.

Testing for Computer Proficiency

After you register for GND 1050, you will have access to the GND 1050 Blackboard course for Computer Proficiency in BIC. The Blackboard course includes a complete listing of topics covered on each test along with required reading to be completed prior to taking your tests.

The seven tests for GND 1050 take approximately 160 minutes total to complete. You can register to take one or more tests during a testing session.

- **BILS (Building Information Literacy Skills)**
- **Computer Essentials (BIC, Blackboard and E-mail)**
- **Discovering Computers**
- **Windows XP**
- **Microsoft Word 2007**
- **Microsoft Excel 2007**
- **Microsoft PowerPoint 2007**

After you complete each test, your score will either print with a PASS or FAIL result. Passing is 75% for each test.

If you fail a test, you can retake that test one additional time during the testing session. If you fail the test twice, you must re-schedule the test by registering in BIC for another testing session.

Login to your BIC account for more information about Computer Proficiency

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Scheduling Testing and/or Tutor Sessions in BIC

All testing and/or tutor sessions are scheduled in BIC. The tests are administered in the Massey 305 Lab. Your student ID, driver's license, or other picture ID will be required for student verification.

1. Go to bic.belmont.edu
2. Login to your BIC account
3. Select Register
4. Select Schedule A GND1050/GND2050 Test
5. Select Schedule Test or Request Seat (in the last column) for the date you can take your test

Tutoring sessions are available to those students who need additional assistance in passing their tests - *but only after students have studied the materials carefully and have failed to pass the tests*. It is the students' responsibility to self-study, not the Computer Proficiency Administrator's responsibility to teach the skills to students who have not made a significant effort to acquire the skills on their own.

Study Methods

There are several methods of study for acquiring the skills necessary to pass the seven GND 1050 Computer Proficiency tests. In addition, you can contact the Computer Proficiency Administrator, Beth Brewster, at brewsterb@mail.belmont.edu or 460-5422, if you have any questions.

The various study methods include:

1. **Previous Knowledge.** If you are confident that you already have the skills necessary to pass the Computer Proficiency tests, you can schedule to take the GND 1050 tests. To ensure that you have these skills, make sure that you check the list of topics covered in your Blackboard course for GND 1050.
2. **Self-Study.** Required reading for BILS, BIC, Blackboard, and E-mail is provided in your Blackboard course for GND 1050. (*Purchase is optional*) Course material is available for purchase in the bookstore to help you learn basic Windows XP and Office 2007 skills.
 - a. SAM Training CD with learning modules for Windows XP, Word 2007, Excel 2007, and PowerPoint 2007 (*approximately \$22*)
 - b. Discovering Computers custom booklet (*approximately \$38*)
3. **Attend a GND 1050 Tutor Session.** We offer tutor sessions for those students that have taken a test but are unable to pass it at 75%. There is no fee for the tutor session.

The Office 2007 tutor sessions are instructor-led, fast-paced and designed for students who have already taken their Word, Excel, or PowerPoint tests.