



General Education

## **Overview of the Computer Proficiency Requirement GND 2050**

Belmont University requires that all business majors (first-year and transfer) who begin after June 1, 2008 have basic computer skills. The Computer Proficiency program has been divided into four levels. Business majors are required to pass only the second level (GND 2050) for graduation. However, your professors may decide that you need other levels to complete their specific courses and some degrees may require higher levels of proficiency.

We expect all business majors to pass GND 2050 by either the end of their first or second semester at Belmont University. 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 2050 (Level 2) is a 0-credit self-study course that meets the Computer Proficiency Requirement for business majors. There is no fee for this course.

### **Testing for Computer Proficiency**

After you register for GND 2050, you will have access to the GND 2050 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 the BILS test.

The five tests for GND 2050 take approximately 140 minutes total to complete. You can register to take one or more tests during a testing session.

- **Computer Essentials**
- **BILS (Building Information Literacy Skills)**
- **Microsoft Word 2007**
- **Microsoft Excel 2007**
- **Microsoft PowerPoint 2007**

After you complete each test, your score will print with either 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.

Log in to your BIC account for more information about Computer Proficiency

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## Scheduling Testing Sessions in BIC

All testing 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](http://bic.belmont.edu)
2. Login to your BIC account
3. Select Register
4. Select Schedule A GND1050/GND 2050 Test
5. Select Schedule Test (in the last column) for the date you can take your test

*Tutoring sessions are available for GND 1050 students only*

## Study Methods

There are several methods of study for acquiring the skills necessary to pass the six GND 2050 Computer Proficiency tests. In addition, you can contact the Computer Proficiency Administrator, Beth Brewster, at [brewsterb@mail.belmont.edu](mailto: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 2050 tests. To ensure that you have these skills, make sure that you check the list of topics covered in your Blackboard course for GND 2050.
2. **Self-Study.** Required reading for BILS is provided in your Blackboard course for GND 2050. Online videos are available to help you learn basic computer and Office 2007 skills.