



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.

GND 2050 (For Business Students Only)

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.

For All Students:

We expect all students to pass GND tests by the end of their first 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.

Both Course GND 1050 (Level 1) and Course GND 2050 (Level 2) are 0-credit self-study course that meets the Computer Proficiency Requirement for business majors. 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 or GND 2050, you will have access to the GND 1050/2050 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 before you take the Computer Essentials test.

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

- ❑ **Discovering Computers**
- ❑ **Computer Essentials (BIC, BlackBoard, and Email)**
- ❑ **Windows XP**
- ❑ **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 scored at 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.



General Education

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 GND 1050/GND 2050 test
5. Select Schedule Test or Request Seat (in the last column) for the date you can take your test

Tutoring sessions are available for GND 1050 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 six GND 1050/2050 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 BIC, BlackBoard, and Email using Netscape iPlanet Messenger is provided in your BlackBoard course for GND 1050/2050.
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.
 - a. The general computer tutor sessions are for those students that have specific questions on Windows XP, BIC, BlackBoard, and/or Netscape iPlanet Messenger.
 - b. The Office 2007 tutor sessions are instructor-led, fast-paced and designed for students who have already taken their Word, Excel, or PowerPoint tests.

Login to your BIC account for more information about Computer Proficiency