Computer Competency Requirement for Graduation:

Computer competency is defined as the demonstrated ability to use information technology. It includes the ability to use computer applications in education and in the workplace as well as the ability to use the Internet and other information technology resources safely.

Students at Kilgore College must demonstrate computer competency in one of two ways:

1. Earn a grade of C or higher in one of the approved computer competency courses during at Kilgore College.
2. Achieve a score of 70 or higher on the KC Computer Competency Test. The test consists of both computer concepts and application usage.

Computer competency should be completed no later than the completion of 24 semester credit hours.

Approved Computer Competency Courses:

- ARTC 1325—Introduction to Computer Graphics
- BCIS 1305—Business Computer Applications (transfer course)
- ITSC 1301—Introduction to Computers
- ITSC1309—Integrated Software Applications I
- POFI 1204—Computer Fundamentals (for Cosmetology students only)
- POFI 1301—Computer Applications I

If the student’s degree plan does not include an approved computer competency course, he or she may still choose to meet the computer competency requirement by completing one of the courses listed above as an elective or by taking the Computer Competency Test. More information about preparing for and taking the Computer Competency Test is available at www.kilgore.edu.
Kilgore College

Computer Competency Requirement for Graduation

Computer competency at Kilgore College is defined as the demonstrated ability to use information technology. It includes the ability to use computer applications in education and in the workplace as well as the ability to use the Internet and other information technology resources safely.

Students graduating from Kilgore College must demonstrate computer competency in one of two ways:

1. Earn a grade of C or higher in one of the approved computer competency courses
2. Achieve a score of 70 or higher on the KC Computer Competency Test prior to or during the first semester of enrollment at KC.

Approved Computer Competency Courses

A student may meet the computer competency requirement by successfully completing one of the following courses during the first semester of enrollment at KC:

- ARTC1325 – Introduction to Computer Graphics
- BCIS1305 – Business Computer Applications (transfer course)
- ITSC1301 – Introduction to Computers
- ITSC1309 – Integrated Software Applications I
- POFI1204 – Computer Fundamentals (for Cosmetology students)
- POFI1301 – Computer Applications I

Many of the certificates and degrees offered at KC require one of the computer competency courses listed above. If a student’s degree plan includes an approved computer competency course, he or she will meet the computer competency requirement upon successful completion of that course.

If a student’s degree plan does not include an approved computer competency course, he or she may still choose to meet the computer competency requirement by completing one of the courses listed above.

KC Computer Competency Test

If a student’s degree plan does not include an approved computer competency course, he or she may choose to meet the computer competency requirement by taking the KC Computer Competency Test during the first semester of enrollment at KC. This test must be taken at either the Kilgore Testing Center or the KC-Longview Testing Center. There is a testing fee.

If a student takes the computer competency test and does not make a passing score of 70 or higher, he or she must enroll in one of the approved computer competency courses listed above during the student’s next semester at KC.
Overview of the Test

The KC Computer Competency Test is a computerized test that consists of 100 multiple choice and performance-based questions. Performance-based questions require the student to perform specific tasks within a simulated environment on the computer that can assess whether or not the tasks were performed correctly. Students are given a 90-minute testing period, and are presented with their score immediately upon completion of the test. No books or notes may be used during the testing period.

1) General Computer Concepts (60% of the test):
   - Types of computers – such as desktop, laptop, server
   - Hardware components of the computer – input devices, output devices, CPU, memory, storage devices, ports
   - Computer software – operating system, application software
   - Telecommunications – computer networks, Ethernet, Wi-Fi, routers
   - Computer security and privacy – common safeguards, protecting data, types of threats
   - Internet–netiquette, web browser, search engine, URL, hyperlink, download
   - Basic computing tasks – logging on/off, starting up, shutting down, operating a mouse, operating a keyboard
   - File management – creating and organizing folders, working with compressed folders, copying and moving files, deleting and restoring files, renaming files, navigating a file system
   - Communication – sending and receiving email messages, replying to and forwarding messages, sending and receiving attachments, using social media

2) Application Usage (40% of the test):

   Students will choose any two of the following applications to be included on the test: word processing, spreadsheets, databases, presentations, computer graphics.
   
   - **Word Processing** – create and save a document, open and close a document, print all or part of a document, select text, copy/cut/paste text, change fonts and font sizes, bold and italicize text, find and replace text, check and correct spelling, modify line spacing, adjust paragraph spacing and alignment, change page margins and orientation, insert page breaks
   - **Spreadsheets** – create and save a workbook, insert and name worksheets, move and delete cells, insert rows and columns, set column widths and row heights, enter text and formulas, copy formulas, use absolute cell references, use the SUM function, format cells, merge cells, apply borders, insert and modify a column chart, modify page orientation and scaling
   - **Databases** – create a database, create a table, identify records and fields, enter and edit records, modify field properties, relate two tables, identify primary and foreign keys, create queries with various types of criteria, sort and filter data, use AND and OR in queries, create a simple data-entry form, create a simple report
   - **Presentations** – create a presentation, insert and delete slides, change slide layouts, add and edit text, format text on a slide, work in outline mode, add speaker notes, reorder
slides, change the design theme, insert graphics, resize/rotate/crop/order graphics, animate
text and objects, apply slide transitions, run a slide show, print handouts

- **Computer Graphics** – identify types of graphics, identify common file formats, identify types
  of media, describe essential graphic hardware and software, crop and resize images, recolor
  images, change image resolution, use various measurements and units, identify Adobe
  applications and their uses

Recommended resources to help students review for the test:

- [GCFLearnFree.org/computers](http://GCFLearnFree.org/computers) – a wide range of online tutorials and videos covering basic
  computer concepts as well as applications
- [office.microsoft.com/training](http://office.microsoft.com/training) – training videos covering Microsoft Office products