

## FAQs

### How can I meet the requirement?

The Computer Literacy Requirement can be satisfied in either of the following ways:

- Successful completion of a designated code "C" course at HCC or an equivalent course from an accredited college (official transcript must be submitted with a course description or syllabus)
- OR-
- Passing the Computer Literacy Test with a satisfactory score.

### Does my degree program include a designated code "C" course?

Some degree programs include a code "C" course as a requirement. Students in all other programs must meet the Computer Literacy Requirement by either taking a code "C" course as an elective or passing the Computer Literacy Test. A list of Code "C" courses can be found on the HCC website: under **Campus Resources**, go to **Testing Services** and click on **Computer Literacy Requirement**.

### If I pass the Computer Literacy Test, do I get college credits?

The Computer Literacy Test will fulfill your graduation requirement, but will **NOT** give you college credits, exempt you from any courses, or transfer to another college.

### How many times can I take the Computer Literacy Test?

You may take the test two times. Students who fail to pass the test after two attempts (one month apart) must take a designated code "C" course.

### Can I prepare for the Computer Literacy Test?

To access online tutorials, go to HCC's website, click on Campus Resources, go to Testing Services, and click on Computer Literacy Requirement.

### How do I schedule a Computer Literacy Test?

In order to take the test, you must purchase an access code at the bookstore in Beacon Hall. The access code is good for two attempts. To schedule your test, call (203) 332-5217 or stop by Lafayette Hall, Room L104.

**For further questions about the test, see your program advisor, or contact the Testing Coordinator at (203) 332-5217 or Lafayette Hall, L104.**

Your Scheduled Test Date:

M T W Th

**Be sure to bring your student Banner ID number and a photo ID on the day of the test!**



[www.Housatonic.edu](http://www.Housatonic.edu)

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# Computer Literacy Requirement for Associate Degree Programs

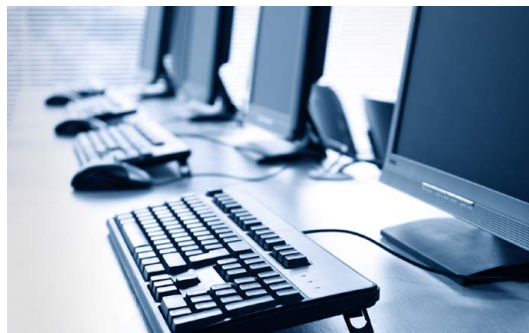


## All students enrolling in an associate degree program at HCC are required to fulfill the Computer Literacy Requirement prior to graduation.

In today's global society, computer literacy has become an essential skill, comparable to reading, writing, and arithmetic. Computer literacy at the college level means the ability to use computer-based technology in communicating, problem solving and acquiring information. Upon graduation, students should have the tools necessary to evaluate and learn new technologies as they become available.

In order to complete their education at Housatonic Community College, HCC students must either complete a program-specific course showing computer literacy or successfully pass a test that shows ability to use word processing, presentation software, spreadsheets, the Internet, and email as tools to communicate and access electronic information.

**Students are encouraged to fulfill this requirement within the first 12 college-level credits.**



### What is on the test?

#### Word Processing (Microsoft Word)



- Create, open, save, and "save as"
- Access "My Documents" folder
- Search for online templates
- Enter and edit text; copy, cut, and paste text
- Adjust fonts: size, color, highlight, style (bold, etc.)
- Tabs, indenting, paragraphs, line spacing
- Print, print preview, print settings
- Change alignment (left, right, center, justify)
- Create bullets and numbered lists
- Set and customize margins
- Use INSERT tab to insert text and pictures from files and online
- Rotate and resize objects
- Insert tables and enter data; add/remove rows/columns from tables
- Insert and edit sources (citations) into text using REFERENCES tab
- Use Spelling and Grammar to check for and correct errors
- Undo and redo typing
- Use Dictionary and Thesaurus to define words and find synonyms

#### Email (Outlook)



- Create, forward, send, reply, delete
- Attach a file to an email
- Use carbon copy (CC) and blind copy (BC)

#### Internet (Internet Explorer)



- Navigate Internet Explorer
- Use search engines
- Set home page; add favorites or bookmarks
- Proper use of public computers; safe use of social networking sites

#### Spreadsheet Software (Excel)



- Create, open, and save or "save as"
- Create and open new worksheets
- Enter and select data and data headings
- Add/delete rows and columns
- Enter formulas and properly apply the order of precedence
- Use fill handles to auto-fill/copy a formula down a column
- Create a chart using INSERT tab and the Quick Analysis feature
- Add and format chart titles
- Move charts to new sheets

#### Presentation Software (PowerPoint)



- Create, open, save or "save as" presentations
- Access the "My Documents" folder
- Apply a theme to a presentation
- Add new slides, change the layout of a slide
- Create section headers
- Create, enter text into, and delete title, subtitle, and content placeholders
- Enter first and second-level bullets in slide
- Change alignment (left, right, center, justify)
- Add notes and comments to slide
- Add a table to slide and format it
- Insert pictures from files and online and adjust captions
- Animate objects using ANIMATE tab
- Apply transitions using TRANSITIONS tab
- Spell and grammar check
- Print handouts with multiple slides per page