

# THE COMPUTER COMPETENCY REQUIREMENT



- ∇ All undergraduate students who entered Dominican in Fall 2002 or later *MUST* meet the Computer Competency requirement.
- ∇ This can be done:
  - By passing the Computer Competency Exam
  - Through approved transfer coursework, *OR*
  - By passing Dominican's Comm 1641 Computer Skills and Applications course (1.5 units) with a 'C' or better

The computer skills you demonstrate will contribute to your success throughout your academic years—it is very important to meet the requirement as early as possible! The test requires you to perform 48 tasks that demonstrate your proficiency in basic computer skills. It will probably take you less than an hour to complete, and the passing score is roughly 70%. If you do not pass the test, you may retake it; otherwise, you should register for COMM 1641.

*Note: If you have never used PowerPoint, you are strongly encouraged to take advantage of the training links accessible from our website.*

The test covers the following components:

## **Basic Computer Skills**

Launching Word and PowerPoint  
Opening a document from the desktop  
Saving to the desktop

## **Microsoft Word**

Opening, renaming, and saving a document  
Formatting a document (using bullets, using bold, underlining text, centering text, etc.)  
Using spell check  
Creating a simple table  
Using paragraph formatting features (adjusting indentation, double spacing, etc.)  
Adding a footer with name, date, and automatic page number  
Printing a document using landscape orientation

## **Microsoft PowerPoint**

Opening a new presentation  
Naming and saving the presentation  
Creating a simple four-slide presentation  
Selecting slide layout designs  
Using spell check  
Using basic formatting features  
Adding a footer with name, date, and automatic page number  
Printing a presentation as handouts, four slides to a page

The Computer Competency Exam is offered during regularly scheduled placement testing sessions, but you may also make an appointment with Chrisa Hotchkiss at 415/257-0153.