



## Miami Dade College Computer Competency Test (CCT)

### ***Why does Miami Dade College (MDC) require demonstration of computer competency?***

Graduates of Miami-Dade College should possess the fundamental knowledge and basic ability to use information technology resources in everyday life and in future careers. Consequently, general education requirements for the A.A. and A.S. degrees include demonstration of computer competency. Students demonstrate this competency by passing the Computer Competency Test (CCT) offered by the College or by enrolling in and successfully completing an equivalent course. There is no fee for the CCT, and no credit is awarded for successful completion.

### ***Who must take the CCT?***

Beginning with the Fall Term 2003, degree seeking students and students seeking a college credit certificate in School of Business programs with 12 or more credits must demonstrate computer competency by the time they earn 16 college credits (excluding ESL, ENS, and college preparatory courses) by passing the Computer Competency Test with a score of 70% or higher. If the student does not pass the CCT, then by the time 31 credits are earned, the student must do one of the following:

- Retest and earn a passing score on the CCT (only one retest permitted).
- Pass CGS 1060 – Introduction to Microcomputer Usage (4 credits).
- Pass an equivalent continuing education, vocational credit, or college credit course.

### ***What is included on the CCT?***

The CCT includes mostly simulations and several matching questions. Each simulation has 3-5 screens of tasks to complete. Students are encouraged to review a practice guide and take a practice test. The CCT and practice test are not timed; together they take approximately 2 hours to complete (1-1/2 hours + ½ hour).

*The test items include:*

#### ***Operating Environment:***

- Use a graphical interface
- Copy a file to a diskette
- Copy, paste, delete, move, and rename a file

#### ***Word Processing:***

- Create, save, retrieve, edit, and print a document, including text and graphics
- Set and change margins, line spacing, font style, and tabs
- Insert and change headers, footers, page numbers, footnotes, and endnotes
- Exit from a program

#### ***Internet and E-mail:***

- Send and retrieve messages, including attached files
- Download files from the Internet
- Use a World Wide Web browser to locate specific reference materials via a search engine
- Print and save from a web page

### ***What must you bring to take the CCT?***

Students planning to take the test must present two forms of identification. The first one must be a current photo-bearing document with a signature (FL driver's license, Florida ID, unexpired passport, military ID, recent alien residency card); the second ID must include name and signature (social security card, voter's registration, credit card, etc.).

The CCT is available at each of the campus Testing Departments on an appointment or walk-in basis. Please contact the campus of your choice for an appointment and/or a CCT test schedule. If you need to reschedule your appointment, please call 24 hours in advance. Students who do not present proper ID will not be tested.