

# The KCTCS Computer Literacy Exam

The KCTCS Literacy Exam is now available for interested, qualified students. KCTCS will use Certiport's IC3 exam to determine your computer literacy, one of the requirements necessary for a KCTCS diploma or degree.

There are some important details you need to keep in mind:

1. To be fully certified, all three exams must be passed . This applies to both the nationally recognized IC3 certification and the KCTCS computer literacy competency.
2. Students may choose to receive three credit hours for **CIS 100** from their KCTCS home college by successful completion of any of the following combinations:
  - The IC3 exam and the KCTCS Database exam;
  - The IC3 exam and a one-credit hour database course;
  - The IC3 exam and the MOS Access exam;
  - Enroll in the CIS 100 course.
3. You may take the exam twice within seven days. After that, you may take the test two more times in seven days for a total of four attempts. **\*Vouchers to take the exam may be purchased for \$88.30 from the GCTC bookstore. There is a tutorial available for the exam, for \$40.00, also available in the bookstore.**
4. The IC3 exam consists of three tests bundled together. Each time you retake the IC3, you must pay the full amount of the test. If you have passed one of two portions of the exam, however, you do not have to complete those portions again.

Using the IC3 exam to demonstrate your computer literacy has significant benefits. Successful completion provides students with a nationally recognized credential. Also, most students enjoy the flexibility of choosing to take either an exam or complete a three-hour credit course to demonstrate their computer literacy.

As with all exams, the outcome is intended to reflect your knowledge. Success will require careful attention throughout the testing process. Best wishes in this endeavor and with all of your educational experiences.

For more information or assistance please visit the Assessment Center. For further information regarding Certiport or their products please visit [www.certiport.com](http://www.certiport.com). Study materials for the IC3 exam sections may be available for KCTCS students at the Gateway Community & Technical College Library.

## **Competencies of the Database Management exam are:**

1. Use a database management program to create, maintain, and print reports from a simple relational database.
2. Use a database management program to customize the user interface by creating and maintaining forms and reports.
3. Use a database management program to query tables using basic query operations such as “and”, “or”, “not”, etc.
4. Print in landscape and portrait orientations.
5. Demonstrate a basic understanding of database concepts.

# Gateway Community & Technical College

## IC3 Exam Registration

Please Print Neatly

\*\* Bring this completed form and your voucher number to the Assessment Center to schedule your test.  
Contact [Cindy.sproehle@kctcs.edu](mailto:Cindy.sproehle@kctcs.edu) 859-442-1159 or [Caprise.johnson@kctcs.edu](mailto:Caprise.johnson@kctcs.edu) 859-442-1161 with any questions.

\*\*\*Voucher numbers can be purchased at the GCTC Bookstore for \$88.30.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Have you completed the one-hour database course:

YES \_\_\_\_\_ Date Completed \_\_\_\_\_

If not in order to receive credit for CIS 100 you must pass a combination of the !C3 exam and the KCTCS Database exam or the MOS Access Exam.

I have read the KCTCS Student letter printed on the back of this and understand that these exams will determine my computer literacy.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Test Administrator: \_\_\_\_\_

For Office Use Only:

IC3 Computing Fundamentals: Pass \_\_\_\_\_ Fail \_\_\_\_\_

IC3 Living Online: Pass \_\_\_\_\_ Fail \_\_\_\_\_

IC3 Key Applications: Pass \_\_\_\_\_ Fail \_\_\_\_\_

KCTCS Database Exam: Pass \_\_\_\_\_ Fail \_\_\_\_\_

MOS Access Exam: Pass \_\_\_\_\_ Fail \_\_\_\_\_

**Copy of Test results should be attached to this registration form and taken to the registrar's office.**