

COMPUTER LITERACY SKILLS REVIEW

Effective for the Fall 2010 semester students will be required to take a Computer Skills Placement test to assess their level of computer literacy. Students are required to demonstrate or acquire these computer skills at the beginning of their college work because it is important to possess these skills for success in all college level courses. (Exemptions and waivers from this requirement are listed in the college catalog under Academic Information.) Students will be allowed to retest one time in the first semester of enrollment. The retest fee is \$10. If students have not passed the test or successfully completed ITSC 1401, BCIS 1405, COSC 1300, COSC 1401, POFI 1301 by registration of their second semester of enrollment, they will be required to enroll in courses to address their computer literacy deficiencies.

Computer Skills Placement (CSP): 70 questions, 70 minute time limit. This section will cover:

- [Basic Concepts of IT](#)
- [Using the computer & Managing Files](#)
- [Word Processing](#)
- [Spreadsheets](#)
- [Presentation](#)
- [Information & Communication](#)
- [Test Yourself](#)