



ACCUPLACER®  
Revealing Potential. Expanding Opportunity.

# Computer Skills Placement

Professional Development Series

# Questions on your campus?

- Are basic computer skills necessary for college success?
- Do most students have these skills when entering college?
- Can the process of gaining computer skills aid in course placement and student retention?
- What is CSP?

# Computer Literacy

- Knowledge and skills required for basic use of computer hardware, software and the Internet.
- Critical computer and Internet skills valued in today's academic and professional environments.

**Leads to success in education and employment**

# Are computer skills necessary?

20th Century	21st Century
Reading Writing Math	Reading Writing Math Technology Competence

Comprehending, Calculating, Computing!

# What is CSP?

- A linear online test of fundamental computer skills
- Fully integrated with ACCUPLACER system for branching profiles, placement rules, reporting
- Designed to:
  - ✓ aid academic advisors
  - ✓ improve entry placement
  - ✓ meet graduation requirements
  - ✓ test out of computer skills requirement

# CSP Features

Test sections contain two types of questions:

1. Performance-based (click questions)

All of the most commonly acceptable answers are scored as correct

2. Multiple choice

Four choices with one correct answer

- Immediate test results
- Overall score and scoring by skill set
- Fully integrated in the ACCUPLACER system

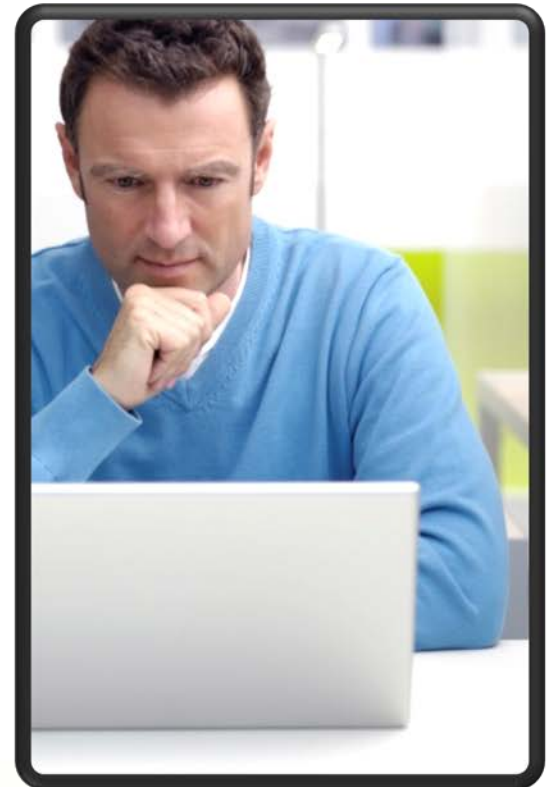
# CSP Benefits

- Quickly assesses student competency in basic computer skills:
  - Institution or state requirements
  - Specific major requirements
  - Test out of computer skills requirement
- Confidence that students are ready to effectively interact online with the institution via the computer
- Assists with better course placement
- Identifies specific remediation areas to build skills and confidence

# 7 Skill Sets Measured in CSP

1. Information & Communication
2. Using the Computer & Managing Files
3. Word Processing
4. Spreadsheets
5. Database
6. Presentation
7. Basic Concepts of IT

Vista/Windows7 & Office 2007  
Or  
XP & Office 2003





# CSP-Computer Skills Placement Test Options

## ■ CSP

- 70 question version covering all 7 skill sets of computer skills
  - Information & Communication
  - Using the Computer & Managing Files
  - Word Processing
  - Spreadsheets
  - Database
  - Presentation
  - Basic Concepts of IT

## ■ CSP Basic

- 30 question version covering basic level computer skills
- Covers 3 competency areas:
  - Using the Computer & Managing Files
  - Word Processing
  - Information & Communication

Vista/Windows7 & Office 2007

Or

XP & Office 2003

# Basic Concepts of IT

(10 questions)

- **General Concepts**
- **Hardware**
- **Software**
- **Information Networks**
- **Health and Safety Environment**
- **Security**
- **Copyright and the Law**

# Using the Computer and Managing Files

(10 questions)

- **Computer Environment**
- **Desktop**
- **Managing Files**
- **Viruses**
- **Print Management**

# Word Processing

(10 questions)

- Using the application
- Main Operations
- Formatting
- Objects
- Mail Merge
- Prepare Outputs

# Spreadsheets

(10 questions)

- **Using the application**
- **Cells**
- **Worksheets**
- **Formulas and Functions**
- **Formatting**
- **Charts/Graphs**
- **Prepare Outputs**

# Databases

(10 questions)

- Using the application
- Tables
- Forms
- Retrieving Information
- Reports
- Prepare Outputs

# Presentations

(10 questions)

- Using the applications
- Developing a Presentation
- Text and Images
- Charts/Graphs, Drawn Objects
- Slide Show Effects
- Prepare Outputs

# Information and Communication

(10 questions)

- **The Internet**
- **Web Navigation**
- **Web Searching**
- **Electronic Mail**
- **Messaging**
- **Mail Management**



# How will you use CSP?

## ■ A Placement Tool

Use CSP as a placement tool to ensure students receive proper academic placement and accurate course selection

- All incoming students for advisement or meeting requirements
- Relevant majors--Multi media, IT, Business, etc.

## ■ A Test-out Option

Use CSP to test out of basic computer courses for course credit or to demonstrate computer competency.

## ■ A Final Exam

Teachers can use CSP as a final exam for basic computer skill courses.

# Steps to demo a CSP test

1. Log on to your demo site as a site manager or proctor
2. Click on Administer Test Tab from home page
3. Click on administer New Test session
4. Choose one of the following branching profiles from dropdown menu:
  - \*\*CSP (Vista/2007) – CSP Test (70 Qs)
  - \*\*CSP (XP/2003) – CSP Test (70 Qs)
  - \*\*CSP Basic (Vista/2007) – CSP Test (30 Qs)
  - \*\*CSP Basic (XP/2003) – CSP Test (30 Qs)

# ACCUPLACER Resources

- Users' Guide
- Program Manual
- Electronic Discussion Group (EDG)
- Senior Assessment Manager for your region
- Technical support 80+ hours per week
  - **1-800-607-5223**
  - **[info@accuplacer.org](mailto:info@accuplacer.org)** (Help Desk)



For more information about ACCUPLACER,  
visit: **[www.collegeboard.com/accuplacer](http://www.collegeboard.com/accuplacer)**



# ACCUPLACER<sup>®</sup>

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Thank You.

