Cashier's Office Use Only: Initials_____   Date_____   Paid $ _____

North Central State College - Student Success Center - 419-755-4764
Request for Computer Literacy Assessment Retest

Name _____   SSN _____
        Last   First   M.I.

Address _____/_____
        Number   Street   E-Mail Address

                                        _____
        City   State   Zip Code

Major/Technology _____

Home Phone_____-_____-_____   Cell Phone _____-_____-_____

Please read and place your initials by all that apply.	**Student Initials**
1. Complete this form and contact the Student Success Center for restest approval. 2. Make an appointment with the Student Success Center for the retest. 3. Pay the $15.00 non-refundable retest fee to the Cashier. 4. Bring this "paid" registration receipt to your appointment.	
I have only taken the Computer Literacy Assessment **one time.**	
I understand that I may only **retest** on the Computer Literacy Assessment **one time.**	
I understand that the $15.00 cost of the retest is non-refundable and cannot be paid with financial aid funds.	
I understand that 85% is a passing score.	
I understand that before I may take any of the following courses: CISS 1210, 1220, 1230, 1250, or ITEC1810, I must either score 85% on this assessment or take CISS1020, Introduction to Computers.	

Student Signature _____   Date_____/_____/_____

*** STUDENT SHOULD NOT WRITE BELOW THIS LINE ***

I hereby certify that this student is eligible for a retest on
the Computer Literacy Assessment and that he/she has
made an appointment as follows:

                                        Appointment Date   _____

_____   Appointment Time   _____
Student Assessment Services' Signature

RESULTS:

        Computer Skills Score _____ %   ☐ Passed   ☐ Failed

        Administered by: _____

Scores enterd into Datatel by   _____   Date_____

North Central State College
Computer Literacy Assessment Overview

(BY APPOINTMENT ONLY - Call Student Success Center 419-755-4764. Allow 45 minutes to complete.)

The Computer Literacy Assessment consists of two parts - Keyboarding and an assessment of 4 core competency areas - **Internet, Email, Windows 7, and Word 2010**. Students not typing at least 24 net wpm must retest on the keyboarding. Students not scoring a minimum of **85%** must take **CISS1020, Introduction to Computers**, prior to taking any course listed below.

Students will have **one (1) opportunity** to take the assessment, free of charge. Any student wishing to retest on the 4 core competencies - Internet, Email, Windows, and Word processing - must get approval from the Student Success Center, make an appointment, and pay a **retest fee of $15.00** to the cashier prior to retesting.

Courses requiring the Computer Literacy Assessment include:		
CISS1210	CISS1220	CISS1230
CISS1250		ITEC1810

4 CORE COMPETENCIES - INTERNET, EMAIL, WINDOWS, AND WORD PROCESSING

Internet Explorer

* Use hyperlink to go to another web page
* Navigate using back/forward buttons
* Display specific web site by web address
* Copy Text or pictures from web page
* Go to a Favorite using Favorites Bar or List
* Set your Home Page
* Find previously visited pages by using
  History or Address bar
* Create new Tab or Close Tab
* Change view size using Zoom function

Email (based on Outlook)

* Open an Attachment
* Display unread email
* Display unread email with an attachment
* Create new email
* Send email to recipient using "cc" (carbon copy)
* Reply to an email
* Send an email to "Contact" from "Address Book"
* Send an email to "Contact Group"
* Attach a document to an email
* Sort email by sent from, subject, date sent

Windows 7
* Close a program
* Close a window
* Display contents of a specific drive/folder
* Minimize or Reactivate a window
* Create a new folder
* Move a file into a folder using drag method
* Rename a file or folder
* Open or Close a file
* Switch programs
* Start a program

Word 2010
* Open a document
* Save a document
* Save a file using existing name, location
* Use "Save As" function to save in new location
* Set margins
* Change text to Bold
* Change font sytle or size of font
* Copy text
* Paste Text in different location
* Use Print and Print Preview functions

http://www.ncstatecollege.edu/cms/student-success-center/assessments.html