

## ACCUPLACER COMPUTER SKILLS PLACEMENT

**Students must successfully pass all four Knowledge Areas of the CSP test or complete recommended coursework.**

<i>Four Knowledge Areas</i>	<i>CSP Scores</i>	<i>Recommended Skills Enhancement Course Options for each Knowledge Area</i> <small>(See note at bottom of grid if student does not pass two or more Knowledge Areas)</small>	<i>Description of Coursework</i>
<b>Computer Fundamentals</b> Pass = 60% on two of the three categories	Score less than 60% on two or more of the following categories: <ul style="list-style-type: none"> <li>• Basic Concepts (section 1)</li> <li>• File Management (section 2)</li> <li>• Information and Communication (section 7)</li> </ul>	ITSC 1171 Basic Computer Skills+ POFI 1301 Computer Applications I ITSC 1401 Introduction to Computers *COSC 1300 Computer Literacy *COSC 1401 Microcomputer Concepts and Applications *BCIS 1405 Business Computer Applications	A basic introduction to computers course. Topics include hardware terminology and components, file management, user interfaces, application and system software, security, intellectual property, digital media, and the basics of the World Wide Web including web browsers, email, search engines, and social networking
<b>Word Processing</b> Pass = 50%	Score less than 50% on <ul style="list-style-type: none"> <li>• Word Processing</li> </ul>	POFI 1104 Word Processing Skills+ ITSC 1171 Word Processing Skills+ (not offered at RLC) POFI 1301 Computer Applications I ITSC 1401 Introduction to Computers *COSC 1300 Computer Literacy *COSC 1401 Microcomputer Concepts and Applications *BCIS 1405 Business Computer Applications	An introduction to word processing: creating, saving, and printing documents; formatting text and paragraphs; copying and pasting text; using the clipboard; adding headers, footers, and footnotes; inserting tables and images.
<b>Spreadsheets</b> Pass = 60%	Score less than 60% on <ul style="list-style-type: none"> <li>• Spreadsheets</li> </ul>	POFI 1104 Spreadsheet Skills+ ITSC 1171 Spreadsheet Skills+ (not offered at RLC) POFI 1301 Computer Applications I ITSC 1401 Introduction to Computers *COSC 1300 Computer Literacy *COSC 1401 Microcomputer Concepts and Applications *BCIS 1405 Business Computer Applications	An introduction to spreadsheet software: creating, editing, saving, and printing worksheets; cell content and appearance; formulas and functions; formatting worksheets; inserting charts; analyzing and importing data.
<b>Presentations</b> Pass = 60%	Score less than 60% on <ul style="list-style-type: none"> <li>• Presentations</li> </ul>	POFI 1104 Presentation Skills+ ITSC 1171 Presentation Skills+ (not offered at RLC) POFI 1301 Computer Applications I ITSC 1401 Introduction to Computers *COSC 1300 Computer Literacy *COSC 1401 Microcomputer Concepts and Applications *BCIS 1405 Business Computer Applications	An introduction to presentation software: creating, saving, printing, and running a slide presentation; cutting, pasting, editing, hiding, and rearranging slides; choosing themes, designs, backgrounds, and layouts; adding transitions, video, animations, and sound; embedding linkable objects.
<b>NOTE: Recommended courses for students who score below passing on two or more Knowledge Areas</b> →		*COSC 1300, *COSC 1401, *BCIS 1405, ITSC 1401, POFI 1301, or an equivalent course. *these courses are designed to transfer	