

Guide to the UAS Computer Placement Exams

Welcome to UAS! Your success is our only goal. Computers permeate every aspect of our society today, and students come to the university with a wide spectrum of skills. While some students are immediately ready to take advanced computer courses, most need to take beginner courses (if for no other reason than to learn the terminology used in computer textbooks). The UAS CIOS placement tests help us ensure that you take a course that is fulfilling and challenging, but not overwhelming.

Which exam should I take?	Placement Score	Which courses should I take?
<p>GOAL: Learn computer basics Unless you have been advised differently by an academic advisor, begin by taking Part A. This exam measures your skills and comfort level with computer basics.</p>	<p>A Basic Computing _____%</p>	<ul style="list-style-type: none"> If the placement score to the left is 0 – 69, then you should register for CIOS 100 Computers for Absolute Beginners. This course will provide you with a strong computer foundation. If the placement score is 70 or above, then you should register for CIOS 110A Computer Operating Systems (Windows).
<p>GOAL: Take intermediate computer courses If you plan to take other computer classes later (for instance Microsoft Word) or if you would like to learn more about how to manage your computer and files, take Part C. This exam measures your skills and comfort level with Microsoft Windows.</p>	<p>C Windows & File Management _____%</p>	<ul style="list-style-type: none"> If the placement score to the left is 0 – 69, then you should register for CIOS 110A Computer Operating Systems (Windows). This course will teach you how to manage your files and how to control your computer’s settings. If the placement score is 70 or above, then you are ready to enroll in other 100 level computer courses (such as CIOS 130 Word Processing).
<p>GOAL: Type faster If you feel that you need to improve your typing or keyboarding speed, take Part B. <i>This exam should be taken <u>in addition to Part A and Part C.</u></i></p>	<p>B Keyboarding _____%</p>	<ul style="list-style-type: none"> If the placement score to the left is 0 – 69, then you should register for CIOS 101A Keyboarding. If the placement score is 70 or above, then your typing skills are solid, and you should feel free to enroll in other 100 level computer courses <i>after taking CIOS 100 and CIOS 110A (depending on placement scores for Parts A and C).</i>
<p>GOAL: Learn word processing If you plan to take CIOS 130 or CIOS 230 (Word Processing), take Part D. This exam measures your skills and comfort level with Microsoft Word. <i>This exam should be taken <u>in addition to Part A and Part C.</u></i></p>	<p>D Word Processing _____%</p>	<ul style="list-style-type: none"> If the placement score to the left is 0 – 69, then you should register for CIOS 130 Word Processing <i>after completing CIOS 100 and CIOS 110A (depending on placement scores for Parts A and C).</i> If the placement score is 70 or above, then you may register for CIOS 230 Word Processing 2 <i>after completing CIOS 100 and CIOS 110A (depending on placement scores for Parts A and C). You may skip CIOS 130.</i>
<p>GOAL: Learn spreadsheet basics If you plan to take CIOS 135 or CIOS 235 (Spreadsheets), take Part E. This exam measures your skills and comfort level with Microsoft Excel. <i>This exam should be taken <u>in addition to Part A and Part C.</u></i></p>	<p>E Spreadsheet _____%</p>	<ul style="list-style-type: none"> If the placement to the left says “CIOS 135” then you should register for CIOS 135 Spreadsheet Concepts <i>after completing CIOS 100 and CIOS 110A (depending on placement scores for Parts A and C).</i> If the placement to the left says “CIOS 235” then you may register for CIOS 235 Spreadsheet Concepts 2 <i>after completing CIOS 100 and CIOS 110A (depending on placement scores for Parts A and C). You may skip CIOS 135.</i>
<p>GOAL: Learn more about the internet If you want to learn more about email and the Internet, take Part F. <i>This exam should be taken <u>in addition to Part A and Part C.</u></i></p>	<p>F Internet _____%</p>	<ul style="list-style-type: none"> If the placement score to the left is 0 – 69, then you should register for CIOS 146A Internet Concepts <i>after completing CIOS 100 and CIOS 110A (depending on placement scores for Parts A and C).</i> If the placement score is 70 or above, then you may register for CIOS 153 Web Publishing <i>after completing CIOS 100 and CIOS 110A (depending on placement scores for Parts A and C). You may skip CIOS 146A</i>

Courses suggested by advisor:

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