Welcome to the CIOS Placement Exam

Do you need to complete this exam?

- Have you used a computer before?
- Do you know how to copy, move, and delete files on a storage device?
- Do you know how to create folders and subfolders on a storage device?
- Do you know how to manipulate windows and use the taskbar or dock to multitask on a computer?
- Have you used a word processing program (Word, WordPerfect, Pages, etc.)?
- Have you used a spreadsheet program (Excel, Lotus, Numbers)?
- Have you used a presentation graphics program (PowerPoint, Keynote)?
- Can you send an email message to a recipient with an attachment?

If you answered "no" or "I don't know" to any of these questions, STOP HERE. Your next step is to register for CIOS 105 (Computer Literacy).

If you answered "yes" to all of these questions, your next step is to answer more questions!

- Does this computer have a word processing program installed?
- Does this computer have a spreadsheet program installed?
- Does this computer have a presentation graphics program installed?
- Does this computer have access to the Internet?
- Does this computer have a web browser program installed?

If you answered "no" or "I don't know" to any of these questions, you will not be able to complete the CIOS Placement Exam at this time. You need to complete the CIOS Placement Exam on a computer that has access to the internet and the following programs installed: word processing, spreadsheet, presentation graphics, and a web browser.

General Information

This assessment is proctored and timed. The exam is based on IC² (Internet Computing Core Certification) competencies (attached). It covers the following topics: computing basics, file management, word processing, spreadsheets, presentations, and online resources.

The time limit to complete the entire placement exam is 1 hour and 45 minutes. The exam is a set of computer activities.

Assessment Evaluation

You must score 80% or higher to pass the exam. If you receive 79% or less, you will need to register for CIOS 105 (Computer Literacy).


**IC3 COMPUTING FUNDAMENTALS**

- Identify types of computers, how they process information and how individual computers interact with other computing systems and devices
- Identify the function of computer hardware components
- Identify the factors that go into an individual or organizational decision on how to purchase computer equipment
- Identify how to maintain computer equipment and solve common problems relating to computer hardware

**COMPUTER SOFTWARE**

- Identify how software and hardware work together to perform computing tasks and how software is developed and upgraded
- Identify different types of software, general concepts relating to software categories, and the tasks to which each type of software is most suited or not suited

**USING AN OPERATING SYSTEM**

- Identify what an operating system is and how it works, and solve common problems related to operating systems
- Manipulate and control the Windows desktop, files and disks
- Identify how to change system settings, install and remove software

**IC3 KEY APPLICATIONS**

**COMMON PROGRAM FUNCTIONS**

- Be able to start and exit a Windows application and utilize sources of online help
- Identify common on-screen elements of Windows applications, change application settings and manage files within an application
- Perform common editing and formatting functions
- Perform common printing functions

**WORD PROCESSING FUNCTIONS**

- Be able to format text and documents including the ability to use automatic formatting tools
- Be able to insert, edit and format tables in a document

**SPREADSHEET FUNCTIONS**

- Be able to modify worksheet data and structure and format data in a worksheet
- Be able to sort data, manipulate data using formulas and functions and add and modify charts in a worksheet

**PRESENTATION SOFTWARE**

- Be able to create and format simple presentations

**IC3 LIVING ONLINE**

**NETWORKS AND THE INTERNET**

- Identify network fundamentals and the benefits and risks of network computing
- Identify the relationship between computer networks, other communications networks (like the telephone network) and the Internet

**ELECTRONIC MAIL**

- Identify how electronic mail works
- Identify how to use an electronic mail application
- Identify the appropriate use of e-mail and e-mail related netiquette

**USING THE INTERNET**

- Identify different types of information sources on the Internet
- Be able to use a Web browsing application
- Be able to search the Internet for information

**THE IMPACT OF COMPUTING AND THE INTERNET ON SOCIETY**

- Identify how computers are used in different areas of work, school, and home
- Identify the risks of using computer hardware and software
- Identify how to use computers and the Internet safely, legally and responsibly