



**\*\*\*Please see "Important Notes" on back page\*\*\***

## ACP Computer Skills Assessment

Computer competence is an essential element of a career in the media and communication field. Although the successful applicant to the Applied Communication Program will receive extensive training in various industry standard software programs, it is important that the prospective student already has a good understanding of basic computer tasks before entering the Program. Therefore, computer literacy is a program prerequisite for prospective students.

Computer experience of incoming students can vary widely between many different software programs and computer platforms. **It is our goal to determine whether a prospective student has the basic skills necessary to learn more advanced software on the Windows platform.** Applicants furnishing proof of completion of COMP 156, or BUS 140, offered at Camosun, will be exempted from assessment. All other applicants must be assessed through the Camosun College Assessment Centre.

To this end, we have developed an assessment test for computer competency. Your ability to confidently perform basic computer tasks in the Windows environment and basic word processing skills are tested.

### Assessments are offered:

- Where:** Assessment Centre, 2nd floor Dawson Building, Lansdowne campus
- When:** Please call 370-3597 or email us to arrange an individual appointment
- Time Allowed:** 90 minutes (*average completion time 35 - 45 min*)
- Assessment Fee:** \$20 (*payable at time of writing*)

Results of the assessment will be picked up or mailed to participants approximately two weeks after the assessment date. Successful results can be forwarded to College Enrolment Services upon request.

### Procedures you should know:

<p><b>Windows File Management:</b></p> <ul style="list-style-type: none"> <li>• Log on to network by following written instructions (<i>applicable only where assessments are conducted in a network environment</i>)</li> <li>• Create a folder on a USB flash-drive</li> <li>• Locate a folder on the C: drive of your computer using <i>Windows Explorer</i> or <i>My Computer</i> icon</li> </ul>	<ul style="list-style-type: none"> <li>• Copy a folder from C: drive to a USB flash-drive</li> <li>• Use <i>Windows Explorer</i> or <i>My Computer</i> to see how large a specified file is in bytes or kilobytes (kb)</li> <li>• Copy file(s) from a specified folder on C: drive to a specified folder on a USB flash-drive</li> <li>• Delete requested file(s)</li> <li>• Rename a file or folder</li> </ul>
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<p><b>Word Processing</b></p> <ul style="list-style-type: none"> <li>• Open <i>Microsoft Word</i> or <i>Microsoft WordPad</i> from the Windows desktop and create a new document</li> <li>• Save the document with a specified name to a specified folder on a USB flash-drive</li> <li>• Create a paragraph of text</li> <li>• Copy and paste a paragraph to make two identical copies</li> <li>• Indent the first line of a paragraph using the tab key</li> <li>• Format the requested text to a given size and font</li> </ul>	<ul style="list-style-type: none"> <li>• Apply bold, italics and underline formatting to requested words</li> <li>• Format a paragraph left, centred or right justification</li> <li>• Print your new file</li> <li>• Open an existing file from a specified folder on C: drive</li> <li>• Save the existing file to a specified folder on a USB flash-drive</li> <li>• Make requested changes to the document</li> <li>• Save changes to a USB flash-drive</li> <li>• Print your document</li> </ul>
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**SEE REVERSE FOR OUT OF TOWN APPLICANTS !!!**

### **Out of Town Applicants:**

Out of town (OOT) applicants can request that this assessment be mailed to an appropriate invigilator (monitor) at your location who can conduct the assessment on our behalf. The participation of this invigilator must be arranged by the applicant. The \$40 assessment and mailing fee will apply. (*Note: at OOT locations, you may be required to use a disk rather than a USB drive.*)

#### ***Examples of Appropriate Invigilators:***

- High School Teachers
- College Instructors
- Computer Training Centre Instructors

Invigilators cannot be family relations or peers, and you may be asked to compensate them for their time. The invigilator must collect all test materials and return them for marking.

Please contact the Camosun College Assessment Centre at (250) 370-3597 or check our website for our out-of-town assessment application form ([www.camosun.bc.ca/assessment](http://www.camosun.bc.ca/assessment)) .

### **Important Information for Out- of-Town Assessments:**

**A personal computer is required to complete this assessment. The computer must have the following:**

- **Can be Windows 95, 98, ME, NT or 2000 Workstation operating system** (or higher)
- access to a local hard drive, a port to support a USB flash-drive and a local printer for completing the assessment
- word processing software (WordPad or MS Word). Microsoft Word 2007 is the software currently used in the ACP labs. Microsoft WordPad is an accessory that is included with Windows. You may use either software program.  
**NOTE:** Test files may not work if other word processing programs are used!

#### **Important Notes:**

- ***Documented Disability?*** If you have a documented disability and require accommodations/supports to write the college placement test contact the Resource Centre Students with Disabilities in Dawson 119 or call 370-3312, TTY/TDD: 370-3311 to set up alternative testing arrangements.
- ***Test Anxiety?*** For the most up-to-date information on learning how to keep your cool at test time go to the Counselling website <http://camosun.ca/services/counselling/>.
- ***Need help with writing?*** Google “**Online Writing Lab**” (OWL) or college and university writing centres like <http://www.utoronto.ca/ucwriting/organizing.html>, for lots of valuable information or ask a librarian for help locating a study guide for essay and/or paragraph writing.
- ***Advising: Need help planning your education?*** Academic Advisors help you to: explore educational options, develop a Personal Learning Plan, understand admission processes, plan course selections and interpret educational institution rules and regulations as they apply to you. Email at [AcademicAdvising@camosun.bc.ca](mailto:AcademicAdvising@camosun.bc.ca) or drop in to Academic Advising (hours on website).