

# Computer Applications Placement Test for IT102

- W1:** You do not need to take this placement test. You are transferring a computer applications course from an accredited college and therefore do not need to take PC Applications IT102 at NHTI.
- W4:** You plan to major in IT and will take IT 108, or your program does not include a computer applications requirement.

The introductory computer applications course offered at NHTI is PC Applications, IT 102. This placement test will help you and your Department Head/Advisor choose the best format/section for you.

## **Basic Computer and Internet Skills**

Listed below are the basic skills necessary to begin ANY of the PC Applications classes.

- Opening and closing an Internet browser (Windows Explorer, Mozilla)
- Identifying the address bar
- Knowing key components to web addresses
- Identifying icons on a browser
- Knowing terms of computer parts: CPU, keyboard, mouse, drives, monitor, etc.
- Turning a computer on and shutting it off
- Using a mouse
- Identifying icons on the desktop or taskbar
- Keyboarding skills
- Opening and closing software programs

Your score on this test and placement recommendation for IT102 will be sent to your department head/ advisor along with the rest of your placement test scores to be discussed when you register for classes.

### **SCORE: 0 – 14 points**

#### **IT102X Recommended for novice users**

Based on your raw score, you are recommended to enroll in an **IT102x** (extended) section (day only). Talk with your instructor about any concerns with the material, always stay for the full class time, and contact the Learning Center at 271-7725 to find out what help is available.

In the IT102x sections, assignments are explained by instructor and may be completed with or without instructor present. An extra hour of class time is added to better explain concepts and to allow more time to complete assignments. Offered during the Fall & Spring terms, these sections meet for 2 hours, two days a week for 15 weeks.

### **SCORE: 15 – 19 points**

#### **IT102 Recommended for students with some computer and MS Office experience**

Based on your raw score, you are recommended to enroll in a standard IT102 section (day or evening).

In these IT102 sections, assignments are explained by instructor and may be completed with or without instructor present. During the Fall & Spring terms, these sections meet for 3 hours, once a week for 15 weeks.

**SCORE: 20 – 25 points**

**LASSI score  $\geq$  50**

Based on your raw score, the following IT102 options are available to you:

- Challenge Exam
- Enroll in 100% Online (IT102-ZZ)
- Enroll in Distance Learning (IT102-DL)
- Enroll in One-week Intensive section (IT102-H)
- Enroll in Hybrid section (IT102-C)
- Enroll in ½ Semester accelerated section

1. **Challenge Exam** – Gives students the opportunity to demonstrate sufficient knowledge and experience in Word, Excel, PowerPoint, and Windows.

If you wish to “test out” of IT102, contact Professor Debbi Remillard at [dremillard@ccsnh.edu](mailto:dremillard@ccsnh.edu) or (603) 271-6925 to request information about the Challenge Exam. A fee of \$75 is charged; students successfully completing this exam are not required to take IT102 and do not receive academic credit.

2. **Online or Distance Learning sections** – offered each semester for students who are self motivated, organized, and comfortable working on computers.

IT102-ZZ sections never meet as a class on campus. Instruction is 100% online; assignments are completed outside of class or off campus and sent electronically to your instructor.

IT102-DL meets four times as a class on campus. During the rest of the semester, instruction is online and assignments are completed outside of class and sent electronically to your instructor.

3. **One-week Intensive section** – For students who are comfortable working on computers, able to pick up on new concepts quickly, and responsible about completing work independently outside of class.

This one-week section meets for 5 full consecutive days, and is usually offered in January and/or Spring Break, and during the summer.

4. **Hybrid sections** – For students who are self motivated, organized, and comfortable working on computers.

This class meets for one hour, one day a week for 15 weeks. Assignments and concepts are explained during the class meeting, and all assignments will be completed outside of class or off campus and sent electronically to your instructor.

5. **½ Semester sections** – For students who are self motivated, organized, and comfortable working on computers.

This class meets for 3 hours, one day a week for 7.5 weeks. Assignments and concepts are explained during the class meeting, and most assignments will be completed outside of class or off campus and sent electronically to your instructor.