

Why does Miami Dade College (MDC) require demonstration of computer competency?

Graduates of Miami Dade College should possess the fundamental knowledge and basic ability to use information technology resources in everyday life and in future careers. Consequently, general education requirements for the A.A., A.S., and A.A.S. degrees include demonstration of computer competency. Students demonstrate this competency by passing the MDC computer competency test, currently known as CSP (Computer Skills Placement) examination or by enrolling in and successfully completing an equivalent course. No credit is awarded for successful completion.

Who must demonstrate computer competency?

Beginning with the Fall Term 2003, degree-seeking students and students seeking a college credit certificate in School of Business programs with 12 or more credits must demonstrate computer competency.

By when must computer competency be demonstrated?

- By the 16th earned college-level credit*, a student must have attempted CGS 1060, an equivalent college credit course, CGV 0010, or the computer competency test.
- By the 31st earned college-level credit*, a student must have demonstrated computer competency by passing CGS 1060, an equivalent college credit course, CGV 0010, or the computer competency test.

*Excluding ESL, ENS, EAP, and college preparatory courses.

What is the passing score on the MDC computer competency test?

The following passing scores are used at MDC:

- A total score of 60% or higher on the CSP on or after December 3, 2007.
- A total score of 70% or higher on the previously approved computer competency tests (CCT or CSP) prior to December 3, 2007.

Is retesting on the CSP permitted?

Yes, but only one retest is permitted so it is very important to be prepared for the CSP prior to taking the examination. Please refer to page 2 and the section named **What is included on the CSP?**

Is there a testing fee for taking the CSP?

Beginning on May 12, 2008 MDC students are required to pay a fee in order to take the CSP. Please note that MDC test fees are non-refundable/non-transferable and payment is required prior to testing. For more information regarding testing fees please visit the following web page: www.mdc.edu/testing_information/fees/

What must you bring to take the CSP?

Students must present **two forms of identification**. One must be a current official picture ID from the list below. Students who do not present proper ID will not be tested.

- Driver's license
- Official ID issued by the State of Florida or Federal Government
- A valid passport
- Military ID
- Tribal ID

The second ID must have the student's name with signature or a picture (e.g. MDC card, school ID, library card, social security card, voter registration card credit/debit card, or other official ID bearing the student's name and signature).

The CSP is available at each of the campus Testing Departments on an appointment or walk-in basis. Please contact the [MDC campus Test Center](#) of your choice for an appointment and/or a CSP test schedule.

What is included on the CSP?

The CSP includes mostly performance-based simulations and some multiple choice questions taken online in a computer testing lab. Students are encouraged to review a demo, a practice guide, and take a practice test before taking the CSP. The CSP and practice test are not timed; together they take approximately 1 hour to complete (15 minutes to [review the practice guide](#) and take the practice test + 45 minutes to take the CSP test). The demo and practice test can be accessed via www.csplacement.com/mdc.

There are seven different categories in the CSP. The test items include:

1. Basic Concepts of Information Technology

- Data storage and memory.
- How computer-based software applications are used in home computing and on the job.
- What computer information networks are and how they're used.
- How IT systems are found in everyday situations.
- How personal computers can affect your health.
- Security and legal issues associated with computers.

2. File Management

- Operate effectively within the desktop environment.
- Manage and organize files and directories/folders.
- Copy, move, and delete files and directories/folders.
- Work with desktop icons and manipulate windows.
- Using the search features, simple editing tools, and print management facilities available within an operating system.

3. Word Processing (Word)

- Carry out operations associated with creating, formatting, and finishing a word processing document ready for distribution.
- Create standard tables.
- Use pictures and images within a document.
- Import objects.
- Use mail merge tools.

4. Spreadsheets (Excel)

- Develop, format, and use a spreadsheet.
- Use basic formulas and functions to accomplish standard mathematical and logical operations.
- Import objects.
- Create graphs and charts.

5. Databases (Access)

- Design and plan a simple database using a standard database package.
- Retrieve information from an existing database by using the query, select, and sort tools available in the database.
- Create and modify reports.

6. Presentations (PowerPoint)

- Create, format, and prepare a variety of presentations for different target audiences or situations.
- Use graphics, charts, and various slide show effects.

7. Information and Communication

- Accomplish Web search tasks using a Web browser application and available search engine tools.
- Bookmark search results.
- Print Web pages and search reports.
- Send and receive messages.
- Attach documents or files to a message.
- Organize and manage message folders or directories within electronic mail software.