



## Marion Technical College

### TECHNOLOGY SKILLS TEST PREPARATION INFORMATION

The Technology Skills Test (TST) determines a MTC student's preparedness for computer based course work. In order to successfully pass the Technology Skills Test, the student must meet **75 percent** score over Outlook/Windows Navigation and **25 words a minute with one error** on Keyboarding Speed. The student will be tested on the following skill sets:

SKILLS	CRITERIA FOR SUCCESSFUL COMPLETION
Keyboarding Speed:	Minimum 25 words a minute (WAM) on a one-minute timed writing. The student is allowed one error for a one-minute timed writing; each additional error will be subtracted from the WAM. <ul style="list-style-type: none"> <li>• Students will be able to backspace during the speed test.</li> <li>• A single space at the end of a sentence will be accepted.</li> </ul>
Outlook:	The student will demonstrate a working knowledge of Outlook <ul style="list-style-type: none"> <li>• Field utilization in a standard email interface including To, From, CC, BCC, Subject, and Body.</li> <li>• Changing views to Contacts and Calendaring.</li> <li>• Create a new item in Outlook.</li> </ul>
Windows Navigation:	The student will demonstrate a working knowledge of <ul style="list-style-type: none"> <li>• Using a mouse and keyboard.</li> <li>• Using the Start menu to open a program.</li> <li>• Copying and pasting via the clipboard.</li> <li>• Using the taskbar working with multiple open windows on the screen.</li> <li>• Use of the application menu bar.</li> <li>• Creating, modifying, renaming, and deleting folders.</li> <li>• Opening, saving, and renaming files.</li> </ul>

Successful completion of the Technology Skills Test indicates that the student has the prerequisite skills to enroll in **OIS1240—Computer Applications**. If a student does not successfully complete the Technology Skills Test, it is **required** that the student complete **OIS1200—Computer Basics** as his or her first computer course in the first term. If an override is requested, the request must be approved by the Dean or Director of the Business Technologies department.