

Please circle the letter that most closely matches your skill level.

TECHNICAL SKILLS ASSESSMENT

1. I currently have:

- a. A computer at home with Internet access.
- b. A computer at home with no Internet access.
- c. No computer at home and no Internet access.

2. I would rate my skill in using a word processing program as:

- a. High—I have excellent word processing skills.
- b. Average—I have good word processing skills.
- c. Lower than average—I have little or no experience working with a word processing program.

3. I would rate my knowledge and use of e-mail as...

- a. High—I use e-mail daily.
- b. Average—I use e-mail weekly.
- c. Lower than average—I rarely use e-mail.

4. Please select the statement that best applies...

- a. I am good at problem-solving technical difficulties on the computer.
- b. I am okay at problem-solving technical difficulties on the computer.
- c. I am not good at problem-solving technical difficulties on the computer.

5. If instructed to download a software program, I would:

- a. Feel confident. I have downloaded software many times before and require no instruction.
- b. Feel a little uncertain. I have downloaded software a couple of times before and could do it with adequate instruction.
- c. Feel lost. I have never downloaded software and would have no idea where to begin.

6. Please select the statement that best fits for you:

- a. I send e-mail with attachments on a regular basis.
- b. I have sent an e-mail with an attachment at least one time before and should have no problem doing it again.
- c. I have never sent an e-mail with an attachment and do not know how.

7. How many hours a week do you currently spend on your computer?

- a. 6 – 9 hours
- b. 2 – 5 hours
- c. None – 1 hour

Name: _____ Student ID: _____ Major: _____

8. If asked to copy and paste text from one document to another, I would:

- a. Have no difficulty.
- b. Have a little difficulty, but may need some assistance.
- c. Not know what to do.

9. If asked to convert a file to a "rich-text" format in a word processing program, I would:

- a. Have no difficulty.
- b. Have a little difficulty, but may need some assistance.
- c. Not know what to do.

10. Please indicate the current speed of your modem:

- a. I have a DSL, cable or better connection to the Internet.
- b. I have a 56K or better connection to the Internet.
- c. I have a less than 56K connection to the Internet.

Used with written permission from Cerro Coso Community College (1998). Retrieved March 1, 2007, from <http://www.cerrocoso.edu/studentservices/heather/quizaccess.htm>

EVALUATE YOUR ANSWERS

If you chose mostly "a's", you are a very independent learner who confidently uses technology and is ready to take an online course!

If you chose mostly "b's", although you are a fairly independent learner who uses technology with relative ease, you may spend more time with an online course than in a face-to-face course. You may need to keep in close contact with the instructor and request assistance from time to time.

If you chose mostly "c's", you may not have enough time to devote to an online course. You may need more guidance than some students and might not work well alone. In addition, your limited computer skills could impact your ability to be a successful online learner.

(If most of your "c's" were in answer to computer-related questions, and if you still want to take an online course, you may want to take CSC 100 Introduction to Computers in the semester before you take an online course.)