

CIS 1201 Non-Credit Computer Literacy Challenge Test-Out Guidelines

Students have the option to take one comprehensive test (\$30) or four individual tests (\$70 which includes training) and pass with 80% or better on all tests. Once testing is completed with 80%, we will post Pass/Fail to student's transcript which meets the Computer Literacy Institutional requirement at Dixie State College University. Dixie State University will also accept the three IC3 tests or the four MOS (Outlook, Word, Excel, and PowerPoint) tests for students wanting to prove computer literacy.

NON-CREDIT CHALLENGE TEST-OUT REQUIREMENTS	<p>Students need to be confident that they can test out of ALL areas required for computer literacy in order to do the non-credit Challenge test-out (Computer Concepts, Windows Basics, Windows 7 File Management, Email/Word 2010/Excel 2010/PowerPoint 2010). If you are not sure that you can test out of all these in one semester then you should take CIS 1200 and test out of the sections you are confident with and complete the course work for what you don't know. You can review the course objectives taught in the course by going to www.dixie.edu, click on Academic Departments, under the School of Business and Communication click on the Computer Information Systems link, click on Courses, click on CIS-Computer Information Systems, click on the CIS 1200 Computer Literacy link and review the objectives on pages 2-4 of the syllabus.</p>
NON-CREDIT CHALLENGE (COMPREHENSIVE) TEST-OUT OPTION 1 RULES	<ol style="list-style-type: none"> 1. Students taking the <u>one comprehensive test</u> should allow 90 minutes to register the license, take a sample test and take the test. 2. To succeed in testing out, students must get an 80% or higher test score on each of the tests. Advise students to study testing software training and Sample Test along with objectives in the syllabus. 3. Students must purchase a Testing License (approx. \$20 – only good for one test) before scheduling the test. 4. Students pay Cashier's Office a \$10 testing fee and keep receipt to show payment before taking test. 5. If the student does not pass a test with 80% they can retake but must re-purchase the Testing License and pay the \$10 testing fee.
NON-CREDIT CHALLENGE (4 TESTS) TEST-OUT OPTION 2 RULES	<ol style="list-style-type: none"> 1. Students taking the <u>four tests option</u> should allow 30 to 45 minutes for each test. 2. To succeed in testing out students must get an 80% or higher test score on each of the tests. Testing Software Training and a Sample Test are available for students to study. 3. Students must purchase a Testing License (approx. \$85) before scheduling the test. This software is also good for the 3 credit CIS 1200 class. 4. Students pay Cashier's Office a \$10 testing fee and keep receipt to show payment before taking test.

<p>NON-CREDIT CHALLENGE (4 TESTS) TEST-OUT OPTION 2 RULES (continued)</p>	<ol style="list-style-type: none"> 5. If the student does not pass a test with 80%, they can retake up to two more times per semester with a \$10 fee per retake paid at Cashier's Office. Must bring receipt to Smith Computer Center Grading Station when scheduling retake. 6. If you are not comfortable with retaking the test, you can add a one credit COMP class to learn the software and then retake the test at the completion of the class. Discuss with faculty if you choose this option so we can get you into the correct class.
<p>If you want further information regarding what to purchase for the Challenge Non-Credit Pass/Fail test-out options, please come to the Smith Computer Center Grading station and talk to CIS faculty or email Professor Rogers at rogersL@dixie.edu</p>	