

*(continuation of the test-out procedure)*

**STEP 3. If and only if you have passed the written test successfully, the CIS Faculty will inform the Technology Learning Center manager that you are eligible to take the second part of the test.**

**STEP 4. Contact the Technology Learning Center (Room 1104) by calling (734) 432-5323 or emailing [testing@madonna.edu](mailto:testing@madonna.edu) to schedule an appointment to complete the hands-on software skills part of the test.** On the day of the test bring your Madonna OneCard student ID.

**STEP 5. The software skills hands-on assessment will be returned to the CIS Faculty for review.** This review may take up to 10 business days. The results of the software assessment will be combined with the results from the multiple choice test. The CIS faculty will determine if you have met the course requirements. You will be notified by phone and e-mail of the result.

**STEP 6. If you have successfully passed both parts of the test you**

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**STEP 6. (continued) must come to the Maertens Bldg to pick up a completed Prior Learning form documenting your test result.**

**STEP 7. Take the completed Prior Learning form to Student Accounts and pay the processing fee.** At this time the fee is \$25.00.

**STEP 8. Register for either CIS 2250.01 or CIS 2380.01 during regular registration periods only.** For the tuition charge, please check the current schedule of fees.



**School of Business  
Maertens Building**  
(across Levan Road from main campus)

To schedule an appointment or for additional information, call (734) 432-5354 or (734) 432-5355.

June 2011



## **Computer Literacy Requirement Test-Out Option**

**School of Business**  
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**Management  
Information Systems  
Department**

## The Test-Out Option for Computer Literacy

Graduation requirements for both the Associate and Baccalaureate degrees require the satisfying of Goal 4.B., Computer Literacy. Any one of four courses satisfies this requirement: CIS 2250, Computer Fundamentals (2 s.h.), and CIS 2380, Introduction to Computers (3 s.h.) are offered by the School of Business; CSC 2010, Web Fundamentals (3 s.h.), and CSC 2250, JavaScript Programming (3 s.h.), are offered by the College of Science and Mathematics.

Your selected major will require one of these courses as stated in your plan of study. Students are required to attend and pass a computer literacy course within their first three (3) semesters at Madonna University, unless they receive transfer credit for such a course taken at another institution. You also have the option of challenge testing CIS 2250 or CIS 2380 for Prior Learning credit. (There are no challenge examinations for the CSC options.)

There is NO CHARGE for this test; you will pay only for the Prior Learning credit registration.

### School of Business Testing Option for CIS 2250 & CIS 2380

Determine which course, CIS 2250, Computer Fundamentals (2 s.h.), or CIS 2380, Introduction to Computers (3 s.h.), your major requires you to complete. If you are not sure which course you need to complete, see your academic advisor.

The difference between the two courses is the semester hours, because CIS 2380 includes additional textbook materials and use of the Microsoft Access database software.

### The Test-Out Procedure:

Each student must demonstrate knowledge of computer concepts and terminology (textbook) by first successfully completing a 50-100 question multiple choice test. After successful completion of the written test, each student will demonstrate hands-on ability with the Microsoft Office 2010 or newer software. The software tested includes: Word, Excel, PowerPoint, and (CIS 2380 only) Access.

### *Student Caution:*

Before you begin this process please note that you may make only one attempt to test-out of CIS 2250 or CIS 2380. You must also complete the test-out process before you enroll in either class. Each test component must be completed once it has been started.

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**STEP 1. Complete the Multiple Choice written test on computer concepts and terminology.** Contact the School of Business, room 131 B in the Maertens Building. Tests may be taken on Monday or Wednesday between 8:00 am and 7:00 pm or on Tuesday, Thursday, and Friday between 8:00 am and 4:30 pm. No appointment is necessary for the written portion of the testing. Please allow a minimum of one hour for this test. No books or testing aids are permitted.

**STEP 2. The test will be graded by a CIS Faculty.** You will be notified by phone or e-mail of the results. Grading of the examination may take up to 10 business days.

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