AD101 Test Out Procedures (revised 3/5/18)

The course Introduction to Microcomputer Applications (AD101) is required for the business core curriculum and many other degree programs on campus. This course focuses primarily on the applications in the Microsoft Office suite of applications (Word, Excel, Access, and PowerPoint). Students who believe they are proficient in these applications may try to “test out” of the class (e.g., seek credit via examination).

To be eligible to attempt to test out of the course, students must not have previously successfully completed AD101 with a “C” or better. Students who previously earned a “D” or an “F” in AD101 will not be eligible to try to test out; they must retake the course. Students who withdrew (“W”), have not attempted AD101, or are currently enrolled in AD101 may attempt to test out.

The examination consists of four parts (one over each application) and is given by the Testing Services office on the main campus. The cost for the exam is $45. Students must take all four parts of the exam, and the exam may only be taken one time. Students who complete all four sections of the exam with a combined score of 70% or higher will successfully test out of the course; if the student does not receive a combined score of 70% or higher, they will be required to enroll in and complete AD101. If you want to try to test out of the course and are currently enrolled in a section of AD101, you must have completed the exam before the last day to add a course during the session in which you are enrolled (e.g., full semester, first 8-week session, second 8-week session) as noted on the “Academic Calendar” posted to the Registrar’s Office website.

If you believe you meet these requirements and would like to attempt to test out of AD101, please do the following:

- Contact Dr. Lori Mueller in the Department of Accounting (lmueller@semo.edu) to advise that you wish to try to test out of AD101. She will confirm that you have not successfully completed AD101 in the past, and will advise the Testing Services office that you are eligible to take the exam.
- Contact the Testing Services office (573-651-2836 or testingservices@semo.edu) to schedule an appointment to take the exam.

Once you have completed the exam, the Testing Services office will advise the Department of Accounting. You will be contacted and informed by the Department of Accounting regarding the results of your exam and whether or not you need to complete the AD101 course. You will be informed of the result within two (2) weeks of completing the exam. Those who successfully test out of the course will be expected to drop the course if they are currently enrolled, and will simply receive credit for the course; there will be no impact on completed credit hours or GPA. If you successfully pass the exam, please check your transcript after you receive notification to ensure that the credit has been posted for AD101. If you do not see the credit on your transcript, please notify the Department of Accounting.