

**If you have a question about the BCIS 1305 challenge exam (test out):**

The challenge exam covers all of the topics that we cover in the classroom. This course is an 80 contact hour course, so there will be questions about general information on computer technology and from the IT industry. What you will see will include **but is not limited to:**

Networking	Web page/site development
Network Architecture	Computer upgrade information
Network Topology	Computer and network security
Internet technology	Word 2010
Hardware/software	Excel 2010
Database management	Access 2010
Programming languages	PowerPoint 2010

There are 5 parts to the exam:

1. 100 multiple choice questions
2. Word 2010 practical
3. Excel 2010 practical (this will include formulas)
4. Access 2010 practical (this will include forms, reports, queries)
5. PowerPoint 2010 practical

An HTML part will release, but this is no longer required. You may submit a statement that says "Not required per Heather Cannon"

You must pass each part of the exam with a 70% or higher. If you fail any one part of the exam with below a 70% you fail the entire exam and you cannot take it again. If you pass, you will receive the 3 credit hours on your transcript, but not a grade, so it will not affect your GPA. If you fail the exam you must take the course. The exam is an online exam that is taken in our assessment center. If you pass the first part of the exam, the rest of the test will open for you to take. If you do not make a 70 on the first part, you will be locked out of the rest of the test.

**PLA Criteria**

1. Must not request prior learning assessment (PLA) credit for previously taken or attempted courses
  - Previously Taken** - Record of the course appears on LSCS or transferring institution transcript
  - Attempted**- Course dropped after official day resulting in a "W" on the transcript
2. You may not be currently enrolled in a live (in session) section of the course.
3. Enrolled in the current semester
4. Meet eligibility requirements specific to the PLA option
5. A challenge exam may not be taken more than one time.

To take the exam you will use the BCIS 1305 Challenge Exam form. You will then take that form to an advisor who will check your TSI status and make sure you have not taken the exam or course or are currently enrolled in the course, and then sign off on the form. You will then take the form business center and pay your \$25 non-refundable fee. You will need to take the payment receipt and the form to the testing center and they will administer the test. You have 3 hours in which to take it.

When you have finished the exam, please email me at [Heather.S.Cannon@lonestar.edu](mailto:Heather.S.Cannon@lonestar.edu) so I can pick up your completed exam and grade it.

**Grading Results:**

- In a regular semester, it will take at least 48 hours (not counting weekends) to complete the grading and get the results back to you.
- In the summer, it will take at least 2 weeks to complete the grading and get the results back to you.