

ISM 110 SPECIAL EXAMINATION FOR CREDIT

Students may attempt to establish academic credit for ISM 110 (3 credits) through a special examination for credit given in cooperation with the Undergraduate Student Services Office and the ISOM department. Students must complete the Application for Permission to Take Special Examination, Parts I and II. Proof of payment is required for admission to the exam. The cost for the challenge test is \$10. Students may take the exam only one time. **The test is typically offered only during the drop-add period each semester and on Reading Days. A student wishing to take the exam outside of these periods should contact the ISOM Department at 336-334-5666.**

PART I- Knowledge:

The ISM 110 Special Examination for Credit consists of two parts: a written test and a lab test. The written multiple-choice test (approximately 100 questions) focuses on key concepts from the computing field. The test questions are based on— Chapters from *Exploring Office 2007* by Grauer, Hewett, Krebs, Lockley, Mulbery, Scheeren and selected chapters from *Technology in Action* by Alan Evans, Kendall Martin and Mary Anne Poatsy, Pearson Prentice Hall. Exploring Office 2007 includes WinXP, Internet, Word Chapters 1 to 4, Excel Chapters 1 to 4, and PowerPoint Chapters 1 and 2. The website for Technology in Action is http://wps.prenhall.com/bp_evans_techinaction_4/Only the following Chapters are included:

Chapter 2: Looking at Computers: Understanding the Parts

Chapter 4: Application Software: Programs that Let You Work and Play

Chapter 5: Using System Software: The Operating System, Utility Programs, and

Chapter 7: Networking and Security: Connecting Computers and Keeping Them

This test is handled by the Department of Information Systems and Operations Management.

You will take the first part of the test online. A passing grade of 75% is **required for admission to the Part II.**

Please do not request a retest.

This portion of the test can be taken online in any location. You need access to the Internet and a Windows operating system. The test is administered through the Blackboard course management system.

PART II- Skills:

The second part of the ISM 110 Special Examination for Credit is a lab test typically conducted in an on-campus computer lab after the student passes the first part. It consists of short assignments in file management, word processing, spreadsheets, and business graphics. It is an open-book test, but timed to prevent candidate from “learning” software during the test. Students must use Microsoft Office 2007 to complete this part. The lab test lasts approximately 90 minutes. **Students must allow for 2 hours for this portion to allow for setup time.** Some of the skills that will be tested are as follows:

Topics	Concepts covered
Windows	Work with windows, menus, and dialog boxes; Use the Help and Support Center; Work with folders; Manage folders and files in Windows Explorer; Delete items and manage the Recycle Bin; Change the display settings; Create shortcuts on the desktop and Quick Launch toolbar; Use Windows Desktop Search; Download and extract files from a Website. Upload files to your UNCG network storage.
Office Fundamentals	Identify common interface components; Use Office 2007 Help.
Word	Understand Word basics; Use AutoText ; View a document; Use the mini toolbar ; Set margins and specify page orientation; Insert page breaks; Add page numbers; Insert headers and footers; Create sections; Insert a cover page; Use the Find and Replace commands; Check spelling and grammar; Use save and backup options; Select printing options; Customize Word; Apply font attributes through the Font dialog box; Highlight text; Control word-wrapping with non-breaking hyphens and non-breaking spaces; Copy formats with the Format Painter; Set off paragraphs with tabs, borders, lists, and columns; Apply paragraph alignment, indentation, spacing, widow/orphan protection; Create and modify styles; Create a table of contents and an index; Insert a table; Format a table; Sort and apply formulas to

	<p>table data; Convert text to a table; Insert clip art and images into a document; Format a graphic element; Insert WordArt into a document; Insert symbols into a document ; Insert comments into a document; Track changes in a document; View documents side by side; Compare and combine documents; Create master documents and subdocuments; Use navigation tools; Acknowledge a source; Create a bibliography; Select the writing style; Create and modify footnotes and endnotes; Add figure references; Insert a table of figures; Add legal references; Create cross-references; and Modify document properties</p>
Excel	<p>Define worksheets and workbooks; Use spreadsheets across disciplines; Plan for good workbook and worksheet design; Identify Excel window components; Enter and edit data in cells; Describe and use symbols and the order of precedence; Display cell formulas; Insert and delete rows and columns; Use cell ranges, Excel move, copy, paste, paste special, and AutoFill; Manage worksheets; Format worksheets; Select page setup options for printing; Manage cell comments; Create and copy formulas; Use relative and absolute cell addresses; Use AutoSum; Insert basic statistical functions; Use date functions; Use the IF function; Use the VLOOKUP function; Use the PMT function; Use the FV function; Choose a chart type; Create a chart; Modify a chart; Enhance charts with graphic shapes; Embed charts; Print charts; Freeze rows and columns; Hide and unhide rows, columns, and worksheets; Protect a cell, a worksheet, and a workbook; Control calculation; Print large worksheets; Explore basic table management; Sort data; Filter and total data.</p>
PowerPoint	<p>Identify PowerPoint user interface elements; Use PowerPoint views; Open and save a slide show; Create a storyboard; Use slide layouts; Apply Design Themes; Review the presentation; Add a table; Insert clip art; Use transitions and animations; Run and navigate within a slideshow; Print with PowerPoint; Create a presentation using a template; Modify a template; Create a presentation in outline view; Modify an outline structure; Print an outline; Import an outline; Add existing content to a presentation; Examine slideshow design principles; Apply and modify Design Theme; Insert a header or footer; Create shapes; Apply Quick Styles and customize shapes; Create SmartArt; Modify SmartArt diagrams; Create WordArt; Modify WordArt; Modify objects; and arrange objects</p>
Integration	<p>Integrate an Excel spreadsheet and graph into a Word document and PowerPoint Slides. Convert word outlines into PowerPoint Slides. Convert Word Tables into Excel spreadsheets.</p>

A passing grade of 75% is **required in Part II**

Students must pass both parts to receive three UNCG credit hours for the course.