

## Study Guide for the CSIS 1000 Test Out

The CSIS Department is dedicated to providing students with the skills and abilities necessary to function in a society that is increasing its demand for people with basic computer skills in almost every field of study. Some students already understand some of the current technology in use today and would like a way to test out of SUU's computer literacy requirement. The CSIS Department has created a Credit by Examination test for these students.

Most students may want to brush up on their understanding of the applications and information taught in the CSIS 1000 course before they take the Credit by Exam. Self-study can be performed by reading books about the following applications and topics and/or using study guides and tutorials that other people have placed on the web, such as Wikipedia.

The Microsoft Office 2016 Suite:

Microsoft Office 2016 Word

Microsoft Office 2016 Excel

Microsoft Office 2016 PowerPoint

Other applications and topics:

- Photo Editing and how Gimp ([www.gimp.org](http://www.gimp.org)) and Photoshop allow photos to be edited and created
- Creating images from scratch using the Gimp ([www.gimp.org](http://www.gimp.org)) and Photoshop program
- Audio Editing and the Audacity ([audacity.sourceforge.net](http://audacity.sourceforge.net)) program
- ePortfolios
- Computer Programming and the Alice ([www.alice.org](http://www.alice.org)) program
- 3D Computer Graphics and how Pov Ray ([www.povray.org](http://www.povray.org)) allows users to create images
- Google Docs ([www.google.com](http://www.google.com)) and in particular the spreadsheet application, and sharing.
- Cloud Computing and the PDFescape ([www.pdfescape.com](http://www.pdfescape.com)) program
- Cybercrime and ethics

**Fall Test Out Dates: August 29th or August 30th**

**Spring Test Out Dates: November 30th or December 1st**

**If these dates don't work or fall on a weekend, we will accommodate another date(s). Times will vary depending on the student's schedule.**

PROCEDURE FOR CSIS 1000 CREDIT BY EXAMINATION

The CSIS Department is dedicated to providing students with the skills and abilities necessary to function in a society that is increasing its demand for people with basic computer skills in almost every field of study. Some students already understand some of the current technology in use today and would like a way to test out of SUU's computer literacy requirement. The CSIS Department has created a Credit by Examination test for these students. The test consists of 120 tasks (40 per application) and 45 True/False/Multiple Choice Questions with a **4-hour time limit**. The test evaluates a student's knowledge in the following areas:

Application Area: Microsoft Office 2016 Word, Excel, and PowerPoint

Technology Area: Photo Editing, Image Creation, Audio Editing, Computer Programming, 3D Computer Graphics, Google Docs, Cloud Computing, Command Line, Cyber Crime, and Ethics.

Students will have one (1) attempt at taking the test. **If the grade on the test is 70% or higher, the student will receive a P (Pass) grade. If the grade on the test is 69% or lower, the student will then have to take the CSIS 1000 course.** This is a closed book, no notes, no Internet and you cannot open any programs during the test. Cheating on this exam will result in a "O" for the course and you will then have to take the CSIS 1000 course.

1. Complete and sign this form: Procedure for CSIS 1000 Credit by Examination.
2. Pay **\$60** for the test at the SUU Cashier's Office. The \$60 is non-refundable. Account number to be used by the Cashier's Office is 000735 0 16300 – 10 index CRBYEX.
3. Make arrangements to take the test by taking this form and proof of payment to ELC 407 (Mary Gillins).
4. You will be contacted by Professor Laurie Harris, by email, with the date/time/place of the test.
5. Professor Harris will notify you if you passed the test within 24 hours, via email.
6. If you received a Passing grade, take this form (after signed by Professor Harris) and go to the SUU Cashier's office and pay **\$18** for the recording fee (same account information above).

I have read and understand this procedure.

_____	_____	Student T-number
Student Printed Name		
_____	_____	Student email address
Student Campus Computer Username		
_____	_____	Phone #: _____
Student Signature	DATE	

(For internal use only -- do not fill out the information below this line)

_____	_____
CSIS 1000	Grade
Course	

_____	_____
CSIS Department Signature	Date