

Attached are documents that describe this process.

The breakdown for the CST 100 proficiency exam is as follows:

Please be aware that the exam will be based on Microsoft Office 2007 and Windows Vista.

You have two hours to take the exam. You will need to bring a thumb drive or disk to save your work.

The exam is not multiple choice.

> PART I: WORD = 30% of grade

> PART II: EXCEL = 30% of grade

> PART III: ACCESS = 30% of grade

> PART IV: POWER POINT = 10% of grade

> The minimum passing grade is 75%

FYI - The textbook currently being used for CST 100 is listed below.

Author(s)	Book Title	Publisher	Edition	ISBN
Shaffer et al.	New Perspectives on Microsoft Office 2007, First Course, Windows Vista Ed.	Cengage formerly Thomson Course Technology	Vista Ed. May 2007	1423906152

So the next step is to send Dr. Mihavics a copy of your resume or statement of MS-Office background so he can try to see if you might be able to test out of the class.