

# Waiver Examination

## MIS 100: Fundamentals of Information Technology in Organizations (FITO)

### Study Materials:

Students may wish to review the following materials to help decide whether to try either of these waiver exams

- Microsoft Office 365, Excel 2019 Comprehensive, Shelly Cashman Series, Cengage 2020.
- Microsoft Office 365, Word 2019 Comprehensive, Shelly Cashman Series, Cengage 2020.
- Microsoft Office 365, Access 2019 Comprehensive Shelly Cashman Series, Cengage 2020
- Technology for Success, Shelly Cashman Series, Cengage 2020

### Location:

Metropolitan State University, Saint Paul Library, 2nd Floor Circulation Desk

### Exam Information:

- Students are given up to 5 hours to complete the entire exam. Additional time will not be given.
- The exam has four sections – Concepts, Word, Excel and Access.
- This is a closed book exam. You are not allowed to use notes or additional paper or computer help screens while taking the exam.
- Upon completion of the exam, you must email your results to your academic advisor with your student ID number and signature added. Find your assigned academic advisor on your degree audit. Your academic advisor must receive this information so your records will reflect that you took the MIS waiver exam, whether you passed or not.

The exam covers material in the current MIS 100 course at Metropolitan State University. Below is a general list of topics that may be on the exam, and is provided as an informal study guide. The actual waiver exam may not include all topics listed.

### **MIS 100A: FITO Concepts**

This multiple-choice part tests knowledge of computer technology and vocabulary. Topics may include:

Computer components, input devices, output devices, system unit, storage, communications devices, system and application software, networks, handheld computers, internet appliances, e-commerce business models, the world wide web, internet services, computer classifications, operating systems, boot processes, utility programs, communications software, physical transmission media, wireless media, societal and ethical issues, security and privacy, viruses, data management, product development life cycle, programming languages and generations, and computer careers.

### **MIS 100B: FITO Skills**

This part tests skill and ability using Microsoft Word, Excel and Access.

### **Word Processing**

Some of the tasks will include creating, saving and printing a document. Formatting a document includes changing fonts, paragraph spacing and alignment, margins, tabs, indents, bullets, tables,

footnotes, find and replace, cut, copy and paste, spelling and grammar checking, clipart, headers and footers, and page breaks. You may be asked to perform tasks associated with formatting a research paper and a resume.

### **Spreadsheet**

Some of the tasks will include entering text and formulas, including the IF function, creating, saving pivot tables and printing a sheet and workbook. Formatting text includes changing fonts, absolute cell references, goal seeking, conditional formatting and alignment, margins, find and replace, cut, copy and paste, spelling and grammar checking, headers and footers, v[x]lookup and printing formulas.

### **Database**

Some of the tasks will include creating, saving and printing tables and reports; creating auto reports, queries, sorting queries on single and multiple fields, creating calculated fields within a query, using the statistical function within a query, formatting numbers within a query, and joining two or more tables.

### **Interpreting Exam Results and Options:**

1. A score of 70% or higher on the concepts part and on all three applications tested (Word, Access and Excel): Congratulations! You may register for any course for which MIS 100 is a prerequisite.
2. A score of 70% or higher on the concepts part, 70% or higher on two applications but less than 70% on one application. For example, 70% on concepts, Word, and Excel but 69% on Access: You must pass a course or workshop\*\* on the one failed application, or pass a course equivalent to MIS 100B FITO Skills to meet the MIS 100 requirement.\*
3. A score of 70% or higher on the concepts part, but less than 70% on two or more applications. For example, 70% on concepts and Word and less than 70% on Excel and Access: You must pass a course equivalent to MIS 100B FITO Skills to meet the MIS 100 requirement. \*
4. A score of less than 70% on the concepts part, but 70% or higher on all three MIS 100B applications tested (Word, Access and Excel): You must pass a course equivalent to MIS 100A FITO Concepts to meet the MIS 100 requirement. \*
5. A score of less than 70% on the concepts part and less than 70% on one or more MIS 100B applications: You must register for and pass MIS 100 (4 cr) to meet the requirement.

\* College of Management only offers MIS 100A and 100B on a very limited basis. Visit [Transferology.com](http://Transferology.com) to search for local community college equivalent courses.

\*\*To document that you have passed a course or workshop on the one failed application, you must submit to your academic advisor a dated certificate of completion signed by the instructor.

### **Scheduling the MIS 100 Waiver Exam**

You may schedule a waiver exam through the [Academic Testing Center](#).