

**2015-2016**  
**Proficiency Testing**  
**Information Handbook**  
**Includes AP and CLEP Policies**

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**For additional information about proficiency testing, contact**  
Lisa Hansen, Manger, Student Success Center and Testing  
Room 2635, (708) 709-3507  
[ahansen@prairiestate.edu](mailto:ahansen@prairiestate.edu)

**For additional information, or to make an appointment for a CLEP test, contact**  
Maria Villaneuva, Coordinator of Testing  
Room 2505, (708) 709-3558  
[mvillanueva@prairiestate.edu](mailto:mvillanueva@prairiestate.edu)

**CLEP testing is available at Prairie State College from September 1 to June 1 by appointment only.**

Student Success Center  
(708) 709-3663



## I. General Information

### Credit for College Courses Through Proficiency Testing

Proficiency exams are designed for students who have substantial knowledge (without college credit) in a given area. Prairie State College recognizes that individuals engage in learning activities outside the formal classroom setting. Individuals may receive college credit for these learning experiences by successfully completing a proficiency test and thereby demonstrating the depth of the knowledge they have acquired.

Proficiency credit is available for many courses offered at Prairie State College. This booklet lists each of the courses, by academic discipline, for which credit may be gained by successfully completing an examination. The testing method used for each of the courses is also listed.

### Eligibility to Test

Individuals wishing to attempt a proficiency test must have a current "Application for Admission" on file in the Office of Admissions and Enrollment Services at Prairie State College. However, individuals are **not** required to be currently enrolled in courses at the college.

### Registering For A Proficiency Test

Individuals who wish to register for a proficiency test must complete the following steps:

1. **Obtain an Application For Proficiency Credit Form, available from the Student Success Center, room 2635.** (A separate application form must be submitted for each test attempted).
2. **Complete Part #1 of the proficiency application form.**
3. **Submit the proficiency application form and the \$25.00\* testing fee to the Cashier in the Office of Business Services (Room 1110).** Fees may be paid by cash, check (made payable to Prairie State College), MasterCard or Visa. **The application will be stamped "Paid" by the Cashier.** (Fees are the same for in-district and out-of-district students). **\*Testing fee not required for students submitting AP and CLEP scores.**
4. **Return the proficiency application form to the Student Success Center, room 2635 for processing.**

### Scheduling a Testing Date

After processing, the applications of individuals who are taking department exams, interviews, or auditions will be forwarded to the instructor who will serve as the test administrator. The test administrator will contact the applicant to arrange a mutually convenient day and time to administer the test.

### Notification of Test Results

All applicants will be notified of the results of the proficiency test through a letter from the Manager, Student Success Center and Testing.

### Awarding of Credit/Residency Requirement

Applicants who successfully complete a proficiency test will be awarded college credit for the corresponding college course. All proficiency credit awarded by PSC will be entered on the student's academic record. However, no letter grades will be assigned, and these hours will not be counted in the student's grade point average.

The credit may be used to fulfill graduation requirements for degrees and certificates at Prairie State College if it is appropriate to the program. However, the credit will **not be counted as hours "in residence"** credit toward degrees and certificates at Prairie State College. In addition, **credit by exam cannot be used to replace a previous grade earned in a course taken at Prairie State College.**

### Recording of Credit

Proficiency credit will be recorded by the Office of Admissions and Records on the applicant's official Prairie State College transcript. The course number, credit hours, and the code letter "R" will appear on the transcript. The letter "R" indicates "proficiency test/credit only."

### **Transfer of Proficiency Credit**

Most institutions treat proficiency credit in the same manner as regular course credit. Therefore, if the course itself is transferable, proficiency credit in the course is generally transferable. However, each institution has its own transfer policies. It is always best to check directly with the receiving institution to determine how proficiency credit will be evaluated. Some schools may require official copies of CLEP, AP, or other test score results and will reevaluate proficiency credit based upon their own institutional cut-off scores, which may be different than those used at Prairie State College.

### **Repeat Testing**

Repeat testing is not permitted. An individual may attempt a proficiency test for each course only once.

### **Repeat Course Policy**

At Prairie State College, credit by exam cannot be used to replace a previous grade earned in a course.

### **Update of Proficiency Policy**

The policies listed in this booklet are effective through July 31, 2016 and will be updated on an annual basis. The courses listed in this brochure are the only courses that offer a proficiency option during this period. Each fall, the policies will be reviewed and programs/disciplines may add or delete courses from the proficiency test list.

### **For Further Information**

For further information about Proficiency Testing, contact Lisa Hansen, Manager, Student Success Center and Testing, (708) 709-3507, e-mail: [ahansen@prairiestate.edu](mailto:ahansen@prairiestate.edu).

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## **II. Methods of Testing**

Several different methods of proficiency testing are used at Prairie State College to assess an individual's competence and knowledge of subject matter. Each department decides which test method is most appropriate for the courses in their discipline. The methods of assessment used at Prairie State College include:

### **ACT Test (American College Testing Program)**

For proficiency tests that require ACT scores, an official ACT Score Report must be submitted along with the Application for Proficiency Testing. To obtain scores/reports: [www.act.org](http://www.act.org). Want to review before taking the ACT test? The Library at Prairie State College has review books for the ACT (American College Testing Program) that will help you review before taking the test.

### **ACA Certification (Adobe Certified Associate Program)**

The Adobe Certified Associate (ACA) certification demonstrates proficiency in Adobe digital communications tools. The Web Authoring Using Adobe Dreamweaver exam validates entry-level skills in web design corresponding to Dreamweaver software.

**AP Test (Advanced Placement Program)** Prairie State College accepts credit from the Advanced Placement Program administered by the College Entrance Examination Board. An official Advanced Placement score report from Educational Testing Services must be submitted along with the application for proficiency credit. To obtain score reports: [www.collegeboard.com/ap/students](http://www.collegeboard.com/ap/students)

### **CIW (Certified Internet Web Program)**

CIW is the most recognized vendor neutral Web technology education program in the world. Built for the Web industry by the Web industry, CIW courses and certifications are designed using leading technological standards, rather than any one specific software or hardware vendor. For more information: <http://www.ciwcertified.com>

### **CLEP TEST (College Level Examination Program)**

For proficiency tests that require CLEP scores, an official CLEP Score Report must be submitted. If the scores are high enough to obtain "proficiency," an Application for Proficiency Testing must be completed. For further information about the CLEP program, contact the Coordinator of Testing, Room 2505, (708) 709-3558. To obtain score reports: [www.collegeboard.com/clep](http://www.collegeboard.com/clep). **CLEP testing is available at Prairie State College from September 1 - June 1 by appointment only.**

### **CompTIA Certification (Computing Technology Industry Association)**

CompTIA is the leading provider of technology-neutral and vendor-neutral IT certifications. Its goal is to provide a unified voice, global advocacy and leadership, and to advance industry growth through standards, professional competence, education and business solutions. For more information:

<http://www.comptia.org>

### **Department Examinations**

Department examinations are tests that were developed by individual instructors at Prairie State College. They are very similar to the final exams many instructors give in their classes. To register for a department examination, follow the procedures listed in the front of this booklet for registering for a proficiency test. Information about these tests or suggestions for study materials can be obtained from the coordinator of the program/discipline.

### **Fire Science Certification**

For proficiency in Fire Science courses, copies of the appropriate certification documents from the appropriate agency (listed below) must be attached to the Proficiency Application Form. For further information: [www.state.il.us/osfm](http://www.state.il.us/osfm)

1. FO I - Fire Officer I
2. FO II - Fire Officer II
3. FSI - University of Illinois Fire Service Institute
4. IFCA - Illinois Fire Chief's Association
5. OSFM - Illinois Office of the State Fire Marshall

### **Illinois Law Enforcement Training And Standards Board**

For proficiency in Criminal Justice courses, copies of the appropriate certification documents from the Illinois Law Enforcement Training and Standards Board must be attached to the Proficiency Application form. For further information: [www.ptb.state.il.us](http://www.ptb.state.il.us)

### **Interviews**

For proficiency tests involving interviews, follow the procedures listed in the front of this booklet for registering for a proficiency test. Guidelines for interviews can be obtained from the coordinator of the program/discipline.

### **Microsoft Certified Professional (MCP)**

Microsoft certifications are Information Technology professional certifications for Microsoft products. Microsoft certified certifications MCSA, MCSE and MCSD are categorized by function. Microsoft Office specialist (MOS) and Microsoft Technology Associate (MTA) are managed by third-party companies (i.e. Certipoint, Inc). MOS and MTA certifications are considered an IT career entry point and do not expire.

### **National Computer Science Academy (NCSA)**

To register for an Information Technology examination, follow the procedures listed in the front of this booklet for registering for a proficiency test. The national Computer Science Academy is used as a centralized testing source. NSCA offers testing services to schools and universities. NCSA testing will take place on campus by appointment with the coordinator of the program/discipline.

### **Portfolio**

For proficiency tests involving portfolios, follow the procedures listed in the front of this booklet for registering for a proficiency test. Guidelines for portfolios can be obtained from the coordinator of the program.

For further information about the **Proficiency Testing Program**, contact Alysse Hansen, Manager, SSC and Testing, (708) 709-3507, e-mail: [ahansen@prairiestate.edu](mailto:ahansen@prairiestate.edu).

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## **III. Proficiency Test Listing**

Listed below are the courses for which credit may be gained by successfully completing a proficiency examination. The specific test method is also indicated. The courses listed here are the **ONLY** courses in which proficiency credit will be granted through July 31, 2016.

If you have a proposal for a proficiency exam not listed herein, please submit to the department coordinator or manager of Student Success Center and Testing.

Course/Credit	Course Title	Method of Evaluation
<b>Course/ Credit</b>	<b>Course Title</b>	<b>Method of Evaluation</b>
<b>ART (ART)</b>		
ART 101 (3)	Two Dimensional Design	Portfolio Review
ART 104 (3)	Drawing I	Portfolio Review
ART 106 (3)	Drawing II	Portfolio Review
ART 115 (3)	Introduction to Computer Art	Portfolio Review
ART 121 (3)	History of Western Art I	AP Art History Exam Grade of 3-5
ART 122 (3)	History of Western Art II	AP Art History Exam Grade of 4-5
ART 201 (3)	Painting I	Portfolio Review
<b>AUTOMOTIVE TECHNOLOGY (AUTO)</b>		
AUTO 101 (3)	Basic Automobile Service and Systems Department Examination	
AUTO 102 (4)	Automotive Engines	Department Examination
AUTO 107 (4)	Automotive Electricity/Electronics I	Department Examination
AUTO 108 (4)	Suspension and Steering Systems	Department Examination
AUTO 202 (4)	Automotive Brake Systems	Department Examination
AUTO 205 (4)	Manual Transmissions/Transaxles	Department Examination
AUTO 206 (4)	Automotive Engine Performance	Department Examination
AUTO 207 (4)	Automotive Heating/Air Conditioning	Department Examination
AUTO 208 (4)	Automatic Transmissions/Transaxles	Department Examination
AUTO 210 (4)	Automotive Electricity/Electronics II	Department Examination
AUTO 211 (4)	Automotive Engine Performance II	Department Examination
<b>BIOLOGY (BIOL)</b>		
BIOL 105 (3)	Environmental Biology	AP Environmental Science Exam Grade of 3-5
BIOL 111 (4)	Cellular and Molecular Biology	AP Biology Exam Grade of 3-5
BIOL 112 (4)	Organismal Biology	AP Biology Exam Grade of 4-5
<b>BUSINESS (BUS)</b>		
BUS 103 (3)	Business Math	Department Examination
BUS 240 (4)	Elementary Statistics	AP Statistics Exam Grade of 4-5
BUS 241 (3)	Principles of Management	CLEP Principles of Management Exam Score of 50 or above
BUS 251 (3)	Principles of Marketing	CLEP Principles of Marketing Exam Score of 50 or above
BUS 298 (1)	Seminar	Portfolio of Life Experience
BUS 299 (variable credit)	Internship	Portfolio of Life Experience
<b>CAD/MECHANICAL DESIGN (CADMD)</b>		
CAD 141 (3)	Technical Drafting I	Department Examination
<b>COMPUTER ELECTRONICS TECHNICIAN</b>		
CET 101 (2)	Fundamentals of Electricity	Department Examination
CET 103 (2)	Alternating Current	Department Examination
CET 111 (4)	Electronic Principles	Department Examination
CET 220 (4)	Programmable Logic Controllers	Department Examination
<b>CHEMISTRY (CHEM)</b>		
CHEM 105 (4)*	Survey of General Chemistry	CLEP Chemistry Score of 50 or above
CHEM 110 (5)	General Chemistry I	AP Chemistry Exam Grade of 3-5
CHEM 130 (5)	General Chemistry II	AP Chemistry Exam Grade of 4-5

\*Students who have submitted a program intent form from Dental Hygiene or Nursing (AAS) as a major and meet the following criteria may use the Chemistry CLEP exam to proficiency out of Chemistry 105:

Course/Credit	Course Title	Method of Evaluation
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1. Completed an equivalent laboratory general chemistry course from another accredited institution with **official** transcript proof of earning a "C" or better.
2. Completed our CHEM 105 course that is past five (5) years old.

For students looking to declare Nursing (AAS), the CHEM 105 as a prerequisite is to earn additional rating points; an instructor can waive the prerequisite to get into BIOL 221.

### COMPUTER INFORMATION SYSTEMS (See Information Technology)

#### CRIMINAL JUSTICE (CJ)

CJ 101 (3)	Introduction to Criminal Justice	<p>Certification from the Illinois Law Enforcement Training and Standards Board as a Law Enforcement Officer (400 or 480 hour Basic Law Enforcement Training Program).</p> <p><b>and</b> Minimum of one year of full-time experience as a Law Enforcement Officer.</p> <p><b>and</b> Must have completed probationary status at current law enforcement agency.</p> <p><b>and</b> Written verification of the above must be provided by the agency's chief executive officer on agency letterhead.</p>
CJ 103 (3)	Law Enforcement Organization and Administration	<p>Certification from the Illinois Law Enforcement Training and Standards Board as a Law Enforcement Officer (400 or 480 hour Basic Law Enforcement Program).</p> <p><b>and</b> Minimum of one year of full-time Law Enforcement Supervisory experience with the rank of Officer-In-Charge, Corporal, Sergeant or above.</p> <p><b>and</b> Written verification of the above must be provided by the agency's chief executive officer on agency letterhead.</p>
CJ 106 (3)	Introduction to Corrections	<p>Certification from the Illinois Law Enforcement Training and Standards Board as a Corrections Officer (240 hour Basic corrections Officer Training Program).</p> <p><b>and</b> Minimum of one year experience as a full-time corrections Officer.</p> <p><b>and</b> Must have completed probationary status at current agency.</p> <p><b>and</b> Written verification of the above must be provided by the agency's chief executive officer on agency letterhead.</p>
CJ 201 (3)	Intro to Criminal Law	<p>Certification from the Illinois Law Enforcement Training and Standards Board as a Law Enforcement Officer (400 or 480 hour Basic Law Enforcement Training Program).</p> <p><b>and</b> Minimum of one year of full-time experience as a Law Enforcement Officer.</p> <p><b>and</b> Must have completed probationary status at current law enforcement agency.</p> <p><b>and</b> Written verification of the above must be provided by the agency's chief executive officer on agency letterhead.</p>

<b>Course/Credit</b>	<b>Course Title</b>	<b>Method of Evaluation</b>
CJ 203 (3)	Civil and Criminal Law / Procedures	<p>Certification from the Illinois Law Enforcement Training and Standards Board as a Law Enforcement Officer (400 or 480 hour Basic Law Enforcement Training Program)  <b>and</b> Minimum of two years of full-time experience as a Detective, Juvenile Officer, or Crime Scene technician.  <b>and</b> Documentation of a minimum of eighty hours advanced training in criminal investigations and/or certification for crime scene evidence technicians.  <b>and</b> Written verification of the above must be provided by the agency's chief executive officer on agency letterhead.</p>
CJ 204 (3)	Juvenile Justice	<p>Certification from the Illinois Law Enforcement Training and Standards Board as a Law Enforcement Officer (400 or 480 hour Basic Law Enforcement Training Program).  <b>and</b> Minimum of one year of full-time experience as a Juvenile Officer.  <b>and</b> Documentation of Certification in Training as a Certified State of Illinois Juvenile Officer.  <b>and</b> Written verification of the above must be provided by the agency's chief executive officer on agency letterhead.</p>
CJ 208 (3)	Principles of Criminalistics	<p>Certification from the Illinois Law Enforcement Training and Standards Board as a Law Enforcement Officer (400 or 480 hour Basic Law Enforcement Training program).  <b>and</b> Minimum of two years of full-time experience as a Detective/Investigator and/or Evidence Technician.  <b>and</b> Documentation of a minimum of eighty hours in advanced training in Criminalistics or Practical Homicide Investigations.  <b>and</b> Written verification of the above must be provided by the agency's chief executive officer on agency letterhead.</p>
CJ 299 (3)	Criminal Justice Internship	<p>Certification from the Illinois Law Enforcement Training and Standards Board as a Law Enforcement Officer (400 or 480 hour Basic Law Enforcement Training Program).  <b>or</b> Certification from the Illinois Law Enforcement Training and Standards Board as a Corrections Officer (240 hour Basic Corrections Officer Training Program).  <b>and</b> Minimum of one year of full-time experience as a Law Enforcement Officer or Corrections Officer who has completed their probationary status and field training program.  <b>and</b> Written verification of the above must be provided by the agency's chief executive officer on agency letterhead.</p>

**DRAFTING (DRAFT)**

DRAFT 101 (2) Drafting Essentials

Department Examination

<b>Course/Credit</b>	<b>Course Title</b>	<b>Method of Evaluation</b>
DRAFT 102 (2)	Drafting Conventions and Symbols	Department Examination
DRAFT115 (2)	Blueprint Reading/Mechanical Trades	Department Examination
<b>ECONOMICS (ECON)</b>		
ECON 201 (3)	Macroeconomic Principles	CLEP Principles of Macroeconomics Grade of 50 or above <b>or</b> AP Macroeconomics Exam Grade 3-5
ECON 202 (3)	Microeconomic Principles	CLEP Principles of Microeconomics Grade of 50 or above <b>or</b> AP Microeconomics Exam Grade 3-5
<b>EMERGENCY MEDICAL TECHNOLOGY (EMS)</b>		
EMS 101 (7)	Emergency Medical Technician	Department Examination
<b>ENGLISH (ENG)</b>		
ENG 101 (3)	Composition I	AP English Language and Composition Exam Grade 3-5 <b>or</b> CLEP College Composition Grade of 50 or above
ENG 211 (3)	American Literature I	CLEP American Literature Exam Score of 50 or above
ENG 212 (3)	American Literature II	CLEP American Literature Exam Score of 50 or above
ENG 231 (3)	British Literature I	CLEP English Literature Exam Score of 50 or above
ENG 232 (3)	British Literature II	CLEP English Literature Exam Score of 50 or above
ENG 240 (3)	Introduction to Fiction	AP English Literature and Composition Exam Grade 3-5
<b>FIRE SCIENCE TECHNOLOGY (FST)</b>		
FST 101 (3)	Introduction/Fire Science Technology	OSFM Firefighter II, Firefighter III, Basic Firefighter Operations or Advanced Firefighter Operations Cert.
FST 102 (3)	Fire Prevention Principles I	FSI or IFCA Fire Prevention I or OSFM FO I Certification
FST 104 (3)	Tactics I & Strategy I	FSI or IFCA Tactics I or OSFM FO I Certification
FST 105 (3)	Construction & Fire Systems	No set equivalencies-Proposals can be submitted to the Fire Science Coordinator for approval.
FST 106 (3)	Hazardous Materials Operations	OSFM Hazmat Operations Certification
FST 119 (3)	Firefighter II	OFSM Firefighter II or Basic Firefighter Operations Cert.)
FST 120 (6)	Firefighter III	OFSM Firefighter III or Advanced Firefighter Operations Cert.
FST 201 (3)	Arson Investigation	Any FSI or IFCA Arson course or any OSFM Fire Investigator Certification MOD I & II
FST 202 (3)	Vehicle and Machinery Operations	OSFM Roadway Extrication Specialist or VMO
FST 204 (3)	Fire Tactics & Strategy II	FSI or IFCA Tactics II or OSFM FO II Certification
FST 205 (3)	Hazardous Materials Tech II	OSFM Hazmat Technician A or B Certification
FST 207 (3)	Fire Dept Management I	FSI or IFCA Management I or OSFM FO I Certification
FST 208 (3)	Fire Dept Management II	FSI or IFCA Management II or OSFM FO I Certification
FST 209 (3)	Fire Prevention Principles II	OSFM Fire Prevention Officer Certification
FST 210 (3)	Fire Apparatus Engineer	OSFM Fire Apparatus Engineer Certification
FST 212 (3)	Fire Service-Instructor I	OSFM Instructor I or FO I Certification
FST 213 (3)	Fire Service - Instructor II	OSFM Instructor II or FO II Certification
FST 218 (3)	Fire Dept Management III	FSI or IFCA Management III or OSFM FO II Certification



Course/Credit	Course Title	Method of Evaluation
FST 219 (3)	Fire Dept Management IV	FSI or IFCA Management IV or OSFM FO II Certification

*Proposals requesting other course substitutions should be submitted to the Fire Science Coordinator and HIT Division Dean for consideration and approval.*

### **GEOGRAPHY (GEOG)**

GEOG 101 (3)	Cultural Geography	AP Human Geography Exam Grade of 3-5
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### **GRAPHIC COMMUNICATIONS (GC)**

GC 151 (3)	Principles of Graphic Design	Portfolio Review
GC 160 (3)	Design for Publishing	Portfolio Review

### **HEALTH (HLTH)**

HLTH 105 (1)	General Medical Terminology	Department Examination
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### **HISTORY (HIST)**

HIST 111 (3)	World History: Origins to 1714	AP World History Exam Grade 3-5
HIST 112 (3)	World History: 1714 to Present	AP World History Exam Grade 4-5
HIST 151 (3)	History of Western Civilization I	AP European History Exam Grade of 3-5 <b>or</b> CLEP Western Civilization I Grade of 50 or above
HIST 152 (3)	History of Western Civilization II	AP European History Exam Grade of 4-5 <b>or</b> CLEP Western Civilization II Grade of 50 or above
HIST 201 (3)	U.S. History: 1492-1877	CLEP History of the U.S. I Grade of 50 or above <b>or</b> AP U.S. History Exam Grade 3-5
HIST 202 (3)	U.S. History: 1877-Present	CLEP History of U.S. II Grade of 50 or above <b>or</b> AP U. S. History Exam Grade 4-5

### **HYDRAULICS (HYDR)**

HYDR 101 (2)	Fundamentals of Hydraulics	Department Examination
HYDR 102 (2)	Hydraulic Pumps	Department Examination
HYDR 103 (2)	Hydraulic Controls	Department Examination

### **INDUSTRIAL ELECTRICITY (ELECT)**

ELECT 101 (2)	Fundamentals of Electricity I	Department Examination
ELECT 102 (2)	Fundamentals of Electricity II	Department Examination
ELECT 103 (2)	Alternating Current	Department Examination
ELECT 105 (2)	Power, Transformers, Polyphase Circuits	Department Examination
ELECT 111 (2)	Electronic Principles I	Department Examination
ELECT 112 (2)	Electronic Principles II	Department Examination
ELECT 113 (2)	Print Reading for Electricians	Department Examination
ELECT 120 (2)	Electrical Safety	Department Examination
ELECT 157 (2)	Electric Wiring I	Department Examination
ELECT 203 (2)	Industrial Electronics I	Department Examination
ELECT 204 (2)	Industrial Electronics II	Department Examination
ELECT 208 (2)	Programmable Logic Controllers I	Department Examination
ELECT 209 (2)	Programmable Logic Controllers II	Department Examination
ELECT 220 (4)	Programmable Logic Controllers	Department Examination
ELECT 298 (1)	Electrical Seminar	Proficiency can be given with appropriate Industrial Certification
ELECT 299 (2)	Electrical Internship	Proficiency can be given with appropriate Industrial Certification

Course/Credit	Course Title	Method of Evaluation
<b>INFORMATION TECHNOLOGY: (IT)</b>		
IT 106 (3)	Mathematics for Computers	CLEP College Algebra Exam Score of 50 or above
IT 140 (3)	Introduction to Operating Systems	NCSA Examination or Microsoft Technology Associate (MTA) IT Infrastructure Track/Windows Operating System Fundamentals certification
<b>INFORMATION TECHNOLOGY: APPLICATIONS (ITAPP)</b>		
ITAPP 100 (1)	Computer Fundamentals	Department Examination
ITAPP 101 (3)	Introduction to Computers	CLEP Info Systems and Computer Applications Exam Grade of 50 or above <b>or</b> NCSA Examination
ITAPP 121 (3)	Word Processing Applications	Microsoft Office Specialist (MOS) Core Word Level 1 certification (current)
ITAPP 125 (3)	Spreadsheet Applications	Microsoft Office Specialist (MOS) Core Word Level 1 certification (current)
ITAPP 128 (3)	Database Applications	Microsoft Office Specialist (MOS) Core Word Level 1 certification (current)
ITAPP 133 (2)	Presentation Applications	Microsoft Office Specialist (MOS) Core Word certification (current)
<b>INFORMATION TECHNOLOGY: NETWORKING (ITNET)</b>		
ITNET 160 (4)	Computer Repair	CompTIA A+ certification*
ITNET 165 (3)	Introduction to Networking	CompTIA Network+ certification*
	<i>*Must have passed the exam within the last three years.</i>	
<b>INFORMATION TECHNOLOGY: OFFICE SKILLS (ITOFS)</b>		
ITOFS 100 (1)	Keyboarding	NCSA Examination*
	<i>*If you are currently enrolled in a credit or non-credit keyboarding course, proficiency will not be permitted.</i>	
<b>INFORMATION TECHNOLOGY: PROGRAMMING (ITPRG)</b>		
ITPRG 103 (3)	Introduction to Programming	NCSA Examination
<b>INFORMATION TECHNOLOGY: WEB DEVELOPMENT (ITWEB)</b>		
ITWEB 101 (3)	Web Page Fundamentals	CIW Web Foundations Series/Site Development Associate certification* <b>or</b> Microsoft Technology Associate (MTA) Developer Track/HTML5 App Development Fundamentals certification
ITWEB 103 (3)	Intro to Web Site Design - Level 1	CIW Web Design Series/Web Design Specialist certification <b>or</b> Adobe Certified Associate/Web Authoring using Adobe Dreamweaver certification
	<i>*Must have passed the exam within the last three years.</i>	
<b>MANUFACTURING TECHNOLOGY (MT)</b>		
MT 101(3)	Metal Working Processes I	Department Examination
	<i>*Proposals requesting other substitutions should be submitted to the MT coordinator for consideration and approval.</i>	
<b>MATHEMATICS (MATH)</b>		
MATH 115 (3)	General Education Statistics	AP Statistics Exam Grade of 3-5
MATH 151 (4)	College Algebra	CLEP College Algebra Exam Score of 50 or above
MATH 153 (4)	Probability and Statistics	AP Statistics Exam Grade of 4-5
MATH 165 (5)	Pre-Calculus	CLEP Pre-Calculus Exam Score of 50 or above
MATH 171 (5)	Calculus with Analytic Geometry I	AP Calculus AB Exam Grade 4-5 <b>or</b> AP Calculus BC Exam Grade 3-5 or CLEP of 50 or above
MATH 172 (5)	Calculus with Analytic Geometry II	AP Calculus BC Exam Grade 4-5

Course/Credit	Course Title	Method of Evaluation
<b>MATHEMATICS FOR INDUSTRIAL TECHNOLOGY</b>		
AMATH 100 (2)	Basic Mathematics/Skilled Trades	Department Examination
AMATH 101 (2)	Algebra for the Skilled Trades	Department Examination
<b>MILLWRIGHT (MILL)</b>		
MILL 101 (2)	Industrial Maintenance Techniques I	Department Examination
MILL 102 (2)	Industrial Maintenance Techniques II	Department Examination
<b>MUSIC (MUSIC)</b>		
MUSIC 100 (3)	Fundamentals of Music Theory	Department Examination
<b>NURSING (NURS)</b>		
NURS 101 (6)	Basic Care Needs	Department Examination and Interview (Requires transfer from another nursing program or current LPN)
NURS 102 (7)	Acute Care Needs	Department Examination and Interview (Requires transfer from another nursing program)
<b>PHOTOGRAPHY (PHOTO)</b>		
PHOTO 171 (3)	Introduction to Black and White Photography	Department Examination and Portfolio
PHOTO 174 (2)	Digital Darkroom Techniques	Department Examination
<b>PHYSICS (PHYSI)</b>		
PHYSI 120 (4)	College Physics I	AP Physics B Exam Grade 3-5
PHYSI 130 (4)	College Physics II	AP Physics B Exam Grade 4-5
PHYSI 210 (4)	University Physics I	AP Physics C: Mechanics Exam Grade 3-5
PHYSI 220 (4)	University Physics II	AP Physics C: Electricity and Magnetism Exam Grade 3-5
<b>POLITICAL SCIENCE (POLSC)</b>		
POLSC 140 (3)	Introduction to U.S. Government and Politics	CLEP American Government Score of 50 or above or AP Government and Politics: United States Exam Grade 3-5
POLSC 230 (3)	Introduction to Comparative Government	AP Government and Politics: Comparative Exam Grade 3-5
<b>PSYCHOLOGY (PSYCH)</b>		
PSYCH 101 (3)	Introduction to Psychology	CLEP Psychology, Introductory Exam Grade of 50 or above or AP Psychology Exam Grade 3-5
PSYCH 102 (3)	Human Growth and Development: Life Span	CLEP Human Growth and Development Exam Grade of 50 or above
PSYCH 202 (3)	Educational Psychology	CLEP Educational Psychology Exam Grade of 50 or above
<b>SOCIOLOGY (SOCIO)</b>		
SOCIO 101 (3)	Introduction to Sociology	CLEP Sociology, Introductory Exam Grade of 50 or above
<b>SPANISH (SPAN)</b>		
SPAN 101 (4)	Spanish I	CLEP Spanish Language Level 1 Exam Score of 50 or above-SPAN 101 and 102
SPAN 102 (4)	Spanish II	CLEP Spanish Language Level 2 Exam Score of 63 or above-SPAN 101, 102, 201 & 202
SPAN 201 (4)	Spanish III	AP Spanish Language Exam Score of 3-SPAN 101

Course/Credit	Course Title	Method of Evaluation
		Score of 4-SPAN 101, 102 Score of 5-SPAN 101, 102, 201
	<b>SURGICAL TECHNOLOGY (SRT)</b> SRT 101 (2)	Department Examination

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FOR FURTHER INFORMATION:

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