

## **Information Systems Department**

### **IS 140 – Microcomputer Applications Challenge Policy**

The IS 140 Microcomputer Applications class deals primarily with database and spreadsheet applications. The Microsoft Office applications Access and Excel are the tools used within the IS 140 curriculum. A student who has extensive experience with these two applications and wishes to challenge the course rather than register for the actual course must follow the steps outlined below:

- 1) Purchase the current version of the SAM Student Tutorial from the BYU-Idaho Bookstore.
- 2) Register as a new SAM user following the steps outlined in the SAM Student Tutorial.  
The BYU-Idaho institutional key is: S3752902 and the section to join is the “140 Challenge Section” (This information will be needed to register as a new user)
- 3) Register with the department secretary in Smith 214. The secretary will admit you to the challenge exam section and schedule a time for the challenge exam. The test is timed (maximum 3 hours) and proctored by department lab assistants. The exam must be taken in one of the IS Department computer labs generally in the evening or on Saturday.
- 4) Take the SAM “Warm-up” exam to become familiar with the testing software as many times as desired, prior to the actual exam.
- 5) Take the actual exam at the scheduled time and place. A score of 80% or higher is needed to successfully pass the exam.
- 6) If the exam is successfully passed, the student will then obtain the “Application for Subject Examination” form from the Registrar’s Office. The student must complete the form, bring it to the IS Department secretary for a confirmation of pass signature, then return the form to the Registrar’s office and pay the appropriate fee for the credits.

Questions should be directed to the IS Department secretary or the department chairman at (208) 496-2048, in person at Smith 214 or via email to [rydalchd@byui.edu](mailto:rydalchd@byui.edu).