

People in Charge of Process

- Records Office-Initiates the form (Etrieve/Records Office)
- Bursar Office-Student pays for the form
- Dr. Mary Harper (Chair) – Authorizes the form
- Dr. Matthew Lynam – Administers the exam, reports score to the Records Office

Exams Offered (\$15)

Computer Literacy

College Algebra

Trigonometry

Dates Exams are Offered (Fall and Spring only)

- 2:00 PM, Thursday, Week 1
- 2:00 PM, Thursday, Week 8
- 2:00 PM, Thursday, Week 15 (the week before Final Exams)

Computer Literacy

- The exam is 50 multiple-choice questions.
- To receive a passing grade a student must get 40 correct.
- The exam must be completed in one hour.
- No calculators, cell phones, or notes are allowed.

Topics

The exam covers topics that would be included in a typical Computer Literacy course. In particular this includes: the Microsoft Office programs (Word, Excel, and PowerPoint), Microsoft Windows, the Internet, and computer hardware.

College Algebra

- The exam is 25 multiple-choice questions.
- To receive a passing grade a student must get 18 correct.
- The exam must be completed in one hour.
- No calculators, cell phones, or notes are allowed.

Topics

The exam covers topics that would be included in a typical College Algebra course. Below is a list of topics that may be covered on the exam:

- Polynomials (Adding/subtracting, Multiplying, Factoring)
- Equations (Linear, Systems of Linear, Quadratic, Rational, Radical, Absolute Value)
- Inequalities (Linear, Quadratic, Absolute Value)
- Graphs (Coordinates, Distance, Mid-points, Intercepts, Symmetry, Lines)
- Functions (Evaluate, Domain and Range, Properties: {Increasing/Decreasing, Maximum, Minimum, Even, Odd, and Symmetry}, Transformations, Linear, Quadratic, Composite, Inverse)
- Exponential and Logarithms (Exponential functions, Logarithmic functions, Logarithm properties, Exponential equations, Logarithmic equations)

Trigonometry details on next page →

Trigonometry

- The exam is 25 multiple-choice questions.
- To receive a passing grade a student must get 18 correct.
- The exam must be completed in one hour.
- No calculators, cell phones, or notes are allowed.
- You should know how to find the trigonometric functions for the special angles without a calculator
- The trigonometric identities are not provided and so you should know those.

Topics

The exam covers topics that would be included in a typical Trigonometry course. Below is a list of topics that may be covered on the exam:

- Angles (Degrees, Radians, Quadrants, Co-terminal, Unit circle, Arc-length)
- Trigonometric functions (Evaluating special angles, Right triangles, Graphing: {Amplitude, Period, Phase Shift, Vertical translation}, Inverses, Composition of Functions and Inverses, Equations)
- Trigonometric identities (Fundamental identities, Even/Odd, Sum/Difference, Double/Half Angle, Multiplicative Inverse Rules, Inverses)

Please direct any questions or concerns to:

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