MI101 Test Out Procedures (revised 11/17/26)
(NOTE: MI101 was formerly known as AD101)

The course Introduction to Computer Applications (MI101, formerly known as AD101) is required for the business core curriculum and many other degree programs on campus. This course focuses primarily on the applications in the Microsoft Office suite of applications (Word, Excel, Access, and PowerPoint). Students who believe they are proficient in these applications may try to "test out" of the class (e.g., seek credit via examination).

To be eligible to attempt to test out of the course, students must not have previously successfully completed MI101 or AD101 with a "C" or better. Students who previously earned a "D" or an "F" in MI101 within the past 3 years will not be eligible to try to test out; they must retake the course. Students who withdrew ("W"), have not attempted MI101/AD101, earned a "D" or "F" more than 3 years ago, or are currently enrolled in MI101 may attempt to test out.

Students may attempt to test out through Microsoft Office Specialist (MOS) certification; exams are administered by the Testing Services office on the main campus. The fee for MOS exams for testing out of MI101 is $30 per application, or $90 for all four exams. (If a student provides evidence that he/she has previously earned MOS certifications in Office 365, 2024, 2021, 2019, 2016, or 2013 for all four applications, this would be accepted as credit by examination for MI101.) Students may attempt to test out of MI101 one time.

Students who take all four certification exams and earn a combined score of 70% or higher will successfully test out of the course; if the student does not receive a combined score of 70% or higher, they will be required to enroll in and complete MI101. Additionally, if a student takes the MOS exams for the four applications and doesn't score high enough overall to test out of the course, they may use their exam scores for any applications where certification was earned to "stand in" for grades in that course content. (Each MOS exam is worth 1000 total points; 700 or higher is a passing score. For example, if a student scores 852 points on the Word exam, they would have the option of recording a score of 85.2% on all of the Word assignments, without having to complete the assignments for that application. Students electing this option must notify their MI101 instructor within one week of earning the MOS certification.)

If you want to try to test out of the course and are currently enrolled in a section of MI101, you must have completed the exam before the last day to add a course during the session in which you are enrolled (e.g., full semester, first 8-week session, second 8-week session) as noted on the "Academic Calendar" posted to the Registrar's Office website. If you do not fully test out of the course, you will have one week from this same deadline to notify your MI101 instructor if you wish to substitute the exam score for an earned certification for applicable course grades.

If you believe you meet these requirements and would like to attempt to test out of MI101, please do the following:

- Contact the administrative assistant for the Department of Management (Laura Emmons, lemmons@semo.edu) to advise that you wish to try to test out of MI101. **Please be sure to include your student ID number (S#) in your email to her.** She will confirm that you meet the criteria above, and will advise the Testing Services office that you are eligible to attempt to test out. (If you have earned MOS certifications in Word, Excel, Access, and PowerPoint, please send copies to Mrs. Emmons at lemmons@semo.edu for review and verification.)
- Contact the Testing Services office (573-651-2836 or testingservices@semo.edu) to schedule an appointment to take the exams.

Once you have completed the exams, the Testing Services office will advise the Department of Management. You will be contacted and informed by the Department of Management regarding the results of your exam and whether or not you need to complete the MI101 course. You will be informed of the result by the last day to drop a course with 100% refund (as posted to the "Student Financial Calendar" on the Student Financial Services website at semo.edu/sfs). Those who successfully test out of the course will be expected to drop the course if they are currently enrolled, and will simply receive credit for the course; there will be no impact on completed credit hours or GPA. If you successfully pass the exam, please check your transcript after you receive notification to ensure that the credit has been posted for MI101. If you do not see the credit on your transcript, please notify the Department of Management.