ADM105 Keyboarding Challenge Test Information Sheet

All contact names and locations mentioned in this document are specific to the Ankeny campus. You can arrange to take the challenge test on any DMACC campus by contacting the Business Technology instructor.

**Purpose**

Students who have met the entrance requirements of Des Moines Area Community College and who are matriculating in a program of study leading to a degree, diploma or certificate may take locally constructed departmental examinations for credit. By taking the challenge test, the student is satisfying the prerequisites needed to enroll in more advanced courses that require ADM105 as a prerequisite. Passing the challenge test does not relinquish the student's responsibility for the actual ADM105 course content. When the student enrolls in more advanced courses, instructors will assume that they have a working knowledge of every competency covered in ADM105 even if that competency is not specifically evaluated on the examination.

The competencies are listed on the first page of the class syllabus.

**Restrictions**

A student may attempt to challenge test a course only once and may not use the test as a course retake. The challenge test cannot be taken if ADM105 is a prerequisite to a course that the student has already successfully completed. The 1 credit earned by passing the challenge test is entered on a student's permanent record only when that student has earned 12 credit hours at DMACC. A "T" grade is earned and is not included when computing grade point average. *The exam must be completed by the last day to drop classes for that semester (see the DMACC Academic Calendar).*

**Procedure**

*A student wishing to attempt the ADM105 challenge test will need follow these steps:*

- Obtain a Challenge Test Approval form (ES-201) and complete Part 1 of the form. Forms are located in Building 1 at the Information Desk, Building 5 at the office front desk of Evening Services and at Building 8 in the office of the Dean of Business and Management.

- Contact ADM105 instructor or Helen Grattan to obtain instructor's approval and to take a challenge pre-test, which is required in Part 2 of the ES-201 form.

- Contact the Dean of Business and Management (Building 8) or after 4 p.m. contact the Evening Services (Building 5) to approve the request by signing Part 2 of the ES-201 form.
Complete Parts 3 & 4 of the ES-201 form by collecting signatures from the Registrar and Student Accounts Offices.

Skip Part 5 since you do not take the test in the Academic Achievement Center rather with your instructor in Building 8.

Schedule an appointment with Helen Grattan in Building 8 Office 1C or your Keyboarding instructor to take the pre-test or the challenge test.

Once the exam is completed, your instructor will send the form to the Registrar's office as either having successfully or unsuccessfully completed the test. A successfully challenge test will result is a "T" grade being placed on your grade record if 12 semester hours have been completed.

**Format**

The ADM105 Challenge Test has 2 parts: (1) 3-minute timed writing test by touch using the alpha keys on the keyboard without the backspace key.

(2) 10-key numeric pad test by touch for accurate. Each part will be graded independently and the student must achieve BOTH parts successfully to pass the challenge test.

*The 1st part of the challenge test* is a 3-minute timed writing. If you have the textbook for this course, you can practice 3-minute timed writings on pages starting on page 61 to prepare for the test. To successfully pass this part of the challenge test a student must use the touch method (No looking at the keyboard and no use of the backspace key) when keying at the computer. The student must key at the rate of 25 NWPM (2 words are subtracted for every error from the gross words per minute speed to get the Net Word Per Minute rate.

Continuing on to the 2nd part of the challenge test is contingent on the student receiving a score of 25 NWPM or better on the 3-minute timed writing.

*The 2nd part of the ADM105 challenge test* is on the student's ability to use the 10-key numeric keypad at the right of the computer's keyboard. The student needs to demonstrate proficiency in actually using the 10-key numeric keypad by touch (Do not look at the keypad). Accuracy is more important in this section than speed.

**Course Competencies**

A student copy of the ADM105 course competencies are listed in the class syllabus at the class website, or you can contact the Dean’s Office (515) 964-6293.
**Preparation**

Students with the necessary skill to challenge test out of ADM105 should practice alphabetic key timings and numeric 10-key pad timings. If you are on campus, you can go to the Des Moines Area Community College application menu and select Office Technologies. From the Office Technologies Menu, select Keyboarding Pro Multimedia software. If you are not already registered in this class, you can use the software as a guest. Once you’ve opened the software practice the 10-key Numeric Keypad section and Skill Builder Section or use the open screen feature to practice your timings.

If you have any questions regarding the challenge test for ADM105, please contact Helen Grattan hgrattan@dmacc.edu or at (515) 964-6480 or on the Ankeny Campus, Building 8 Office 1C, Des Moines Area Community College.