

**CREDIT BY EXAM INFORMATION
BGN 71 – BUSINESS ENGLISH
BGN 81 – PRACTICAL BUSINESS MATH SKILLS**

When:	Saturday, April 28, 2018 BGN 71 Exam from 9 a.m. – 12 noon BGN 81 Exam from 1 p.m. – 4 p.m.
Where:	Maggini Hall, Room 2802
Contact:	Business Administration Department, (707) 527-4435 Pamela Rippin Sorensen (email: prippin@santarosa.edu)

A Credit by Exam is available for Business English (BGN 71) and for Practical Business Math Skills (BGN 81). These three-unit classes are required for several certificate programs. Because many individuals have received prior training or possess life experiences that have exposed them to these concepts, these courses may be challenged. A letter grade will be given based on the student's score on the exam.

If you are interested in registering for one or more of these exams, please contact the instructor, Pamela Rippin Sorensen (email: prippin@santarosa.edu), for the section number and an add code to officially register through the Admissions and Records office. The usual enrollment fee DOES apply and must be paid PRIOR to taking the test.

A grade will be given based on your exam results. Units received for these exams will not be counted in determining the 12 semester hours of credit in residence required for the associate degree. Units earned through credit by examination are not considered for Financial Aid, Scholarship, or Veterans Services eligibility and payments.

No more than TWO attempts may be made to pass these exams, and you must be currently registered for at least one credit course, excluding credit by exam, during the semester in which you apply to take a credit by exam.

Descriptions for these classes are as follows:

BGN 71—Business English. Recommended: Eligibility for English 100 or equivalent. English fundamentals: sentence structure, grammar, punctuation, spelling, and vocabulary. The course includes the use of standard reference sources and proofreader's marks for editing business-related sentences, paragraphs, and documents. [Official Course Outline](#)

BGN 81—Practical Business Math Skills. Recommended: Eligibility for English 100 or ESL 100. This course focuses on the development of basic workplace business math competencies and foundation skills in order to perform simple analysis to improve organizational performance, operations, and presentation of data in a managerial context. [Official Course Outline](#)

Students will be notified of their test results by email within three working days of exam administration. Exam completers wishing to review their results may make an appointment to do so; however, no exam materials or results may be retained by examinee.

WHO CAN TAKE A CREDIT BY EXAM?

Any student who is currently enrolled in at least one credit course, excluding credit by exam, and whose skills, abilities, and past training or life experience have offered exposure to these concepts may take an exam for one or both of these classes.

WHAT DO I NEED TO KNOW AND WHAT SHOULD I BRING TO EXAM?

Please bring proof of enrollment and picture ID.

Exam content for Business English includes both multiple-choice questions and original written work in sentence and paragraph form. The exam will be taken online through Canvas.

Business English: The exam will be taken online in Canvas. You should bring with you a pen, pencil, eraser, and blank paper. Students may bring and use a copy of the *HOW 14: Handbook for Office Professionals* (or older *HOW 13* edition). No other resources may be used.

Business Math: The exam will be taken online using Canvas and MyMathLab. Exam content for Practical Business Math Skills includes application problems requiring the test taker to perform mathematical calculations in order to enter the correct answer. You should bring with you a pen, pencil, eraser, blank paper, and a calculator with back-up batteries. No other resources may be used.

Guests, children, food, and activated cell phones are not allowed in the exam room.

WHY WOULD I CONSIDER TAKING AN EXAM?

Business Administration Department instructors and staff recognize that individuals sometimes possess sufficient knowledge from life experience or past training to enable them to be successful in Business Administration Department programs without taking the core Business English and Practical Business Math Skills courses. The credit by exam for each of these courses gives applicants the opportunity to receive three college credits for successfully passing these exams.

Note: Applicants wishing to take an exam are encouraged to talk with counselors, instructors, and other students who have completed the course before making the decision to sit for the exam. Applicants should also review the Official Course Outline to help prepare for the exam. While individuals often possess significant knowledge in a subject, business practices do change. Exposure to up-to-date reference materials and current practices may benefit even those candidates who have strong technical skills.

WHEN & WHERE ARE EXAMS BEING OFFERED

BGN 71 Business English—**Saturday, April 28, 2018**, 9 a.m. – 12 noon, Maggini Hall, Room 2802

BGN 81 Practical Business Math Skills—**Saturday, April 28, 2018**, 1 p.m. – 4 p.m., Maggini Hall, Room 2802

Note: Students have three hours to take an exam.