School of Business
EASTERN ILLINOIS UNIVERSITY

Business Computer Concepts and Skills Exam

Section A: Student Information (to be completed by student):

Full Name (as it appears on your EIU records):

E Number:

Phone Number:

Email address:

I am applying to take the Business Computer Concepts and Skills Exam. I understand the fee to take the exam is nonrefundable.	Student Signature: Date:

Section B: To be completed by the School of Business

Student Requests (check one): _____ Proficiency Examination _____ Competency Examination	Students requesting the proficiency examination must complete the Undergraduate Credit by Proficiency form at the Registrar's office and submit with this application to the BUS1950 Coordinator (form available from Registrar's Office, Old Main room 1220).
_____ Student is eligible to take exam Signature of the Associate Chair Date:	_____ Student has paid $12.50 fee (cash or check) Checks should be made payable to Eastern Illinois University and delivered to Melissa Gordon (Lumpkin 4009) Signature of School of Business Administration Office Date:

Section C: To be completed by the BUS 1950 Coordinator:

Examination date and time completed:	Date: Time:

Results of Examination:

- Concepts Examination Score _____

- Skills Examination Score _____

Student _____ passed _____failed Examination	Signature of BUS 1950 Coordinator Date:

_____Notice sent to Registrar (Proficiency Only)

_____Notice sent to Advisor

_____Notice sent to Certification Officer