

Subject: Excel Certification Exam for Accounting 302-01/71

Dear Accounting 302 students:

Excel Certification MO-200 Spring 2021 Update

This email supplements the Accounting Department Policy which requires MOS Excel Certification in order to pass ACC 302. The current exam MO-200 covers Excel 2019/365.

Fee: The MOS Excel MO-200 exam fee of \$100, includes one make up exam good for 30 days after the initial exam. This amount has recently been charged to your EzPay/TouchNet account. Once this fee is paid, we can schedule your exam. We have included a variety of dates below. Therefore, **pay this \$100 fee on your EzPay/TouchNet account** and forward your confirmation from EzPay/TouchNet to Cathy Cote at cotec@wcsu.edu with your preferred date and back up date to take the MOS Excel exam. We will email you the log-on information and confirm the date of your exam within 48 hours.

Dates: Please keep in mind that there are only 10 online exams available per date and it is a first come first serve. Slots will be filled in order of receipt. Exam sessions are 90 minutes, the exam itself is 50 minutes, you will check in via Teams 15 minutes before the scheduled time, for example, 8:45 for a 9:00 start.

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| 1. Fri 19 March, 9am EDT | 4. Thu 8 April, 9am EDT | 7. Tue 27 April, 6pm EDT |
| 2. Tue 23 March, 6pm EDT | 5. Tue 13 April, 9am EDT | 8. Fri 30 April, 9am EDT |
| 3. Tue 30 March, 9am EDT | 6. Tue 20 April, 9am EDT | |

Retakes and schedule changes: Should you fail to pass on your first attempt, contact Cathy Cote cotec@wcsu.edu to schedule a retake, or if you need to change your exam date.

In-person: Currently, there is no on-ground option offered by the WCSU Testing Center. If we are able to offer additional dates at Westside, you will be notified.

Waivers: If you took any of the below courses with a grade of C- or better (the minimum to transfer in to WCSU) you will be waived. You must send an email to Cathy Cote (address above). Upon confirmation, Dr. Jiang will be notified that you have fulfilled the requirement, you will be copied, and the charge removed from your account.

Community College Course # Course Name

Housatonic CC	ACC-123	Accounting Software Applications
Naugatuck Valley CC	CSA-H135	Spreadsheet Applications
Northwestern CT CC	CSA-C135	Spreadsheet Applications
Norwalk CC	BBG-114	Business Application Software
Westchester CC	CIS 110	Computer Information Systems

Questions? Email Cathy Cote and leave phone number for call back.