

# ETRA Computing Skills Exam – Summer 2017

## Who should take the ETRA Computing Skills Exam?

Any NIU education or pre-education major who believes that he/she has already mastered the topics covered in ETT 229, *Computers in Education*, and would like the opportunity to waive the ETT 229 prerequisite for ETT 401A or ETT402.

## Why do I need to register early?

The ETRA Computing Skills Exam is a computer delivered test. Seating is limited to the number of available computers at the testing facility. Students wishing to take the exam will be registered on a “first come, first served” basis.

## When and where will the exam be administered?

The ETRA Computing Skills Exam will be administered several times each semester. You will have **three hours** to complete the exam. The following is a schedule for this semester:

1	Friday, 6/9/17	10:00 a.m. to 1:00 p.m.	Gabel Hall 212
2	Wednesday, 7/26/17	1:00 p.m. to 4:00 p.m.	Gabel Hall 212

## What topics will the exam cover?

This examination includes both concept and application exercises regarding the following topics:

- Basic computing concepts (including file management)
- Word processing (Microsoft Word)
- Presentation software (Microsoft PowerPoint)
- Spreadsheet applications (Microsoft Excel)
- Internet skills and basic web page creation

## How do I register?

You may register for the ETRA Computing Skills Exam by calling the ETRA department at (815)753-9339 or stopping by in person at the ETRA office, Gabel Hall 208 Monday–Friday from 8:00 a.m.-4:30 p.m. We will need your name, phone, student Z-ID number, a current e-mail address and mailing address along with your exam date preference. You may also email the department at [ETRA@niu.edu](mailto:ETRA@niu.edu) with the above information.