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 ETT 402.

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

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.

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 with the above information.

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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>1 Friday, 6/9/17</td>
<td>10:00 a.m. to 1:00 p.m.</td>
<td>Gabel Hall 212</td>
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<tr>
<td>2 Wednesday, 7/26/17</td>
<td>1:00 p.m. to 4:00 p.m.</td>
<td>Gabel Hall 212</td>
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