

**Departmental/Challenge Exam****Approved by:** Laurie Zielinski**Last updated:** 12/12/2025

Digital Literacy, HEALTH-107, 2 CR

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**Departmental Challenge Exam Information**

Students have the chance to earn college credit by taking a Challenge Exam and testing out of a course! This opportunity is available once per calendar year, and students can earn credit by achieving the minimum score. Just a heads-up: a nonrefundable fee is required in advance. It's a fantastic way to accelerate your academic journey!

**Steps to Begin:**

1. Students **email** CPLE at [cple@matc.edu](mailto:cple@matc.edu) with:
  - Name
  - Student ID#
  - Course information (e.g., ENG-201)
2. A CPLE Specialist will notify the student when the fee is posted
3. **Pay** the [nonrefundable fee](#) and obtain a receipt using one of the following methods:
  - In person at any MATC cashier's office
  - Online via [Self-Service](#)
4. **Contact** the [test administrator](#) (see below) to schedule the exam and provide the payment receipt
5. After the exam, the administrator reviews scores with students and submits the **CPLE Request Form** to [cple@matc.edu](mailto:cple@matc.edu), regardless of the outcome
6. Next Steps:
  - **If the required score is met**, credit(s) will be awarded, and the student's program plan will be updated
  - **If the required score is not met**, students should consult their [Pathway Advisor](#) for further guidance

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**Exam Information**

1. **Course title, number & credit value:**
  - a. Digital Literacy, HEALTH-107, 2 CR
2. **The test expectancy/summary:**
  - a. It is a state aligned exam that student must demonstrate proficiency in Microsoft software. The competency test is Microsoft office, access, PowerPoint and excel. The student will either provide a portfolio of the completed work, or submit the work online to the lead faculty member. (No additional exam fee, besides evaluation fee)
3. **Passing score:**
  - a. 80%
4. **Contact the Test administrator for testing (name, number, email, room location):**
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