Test Taker
Information Bulletin

Save Time
Save Money
Graduate Sooner

DSST is for Anyone Who is:
- Already Enrolled in College
- Thinking of Going Back to School
- Graduating High School
- Active Duty, Guard or Reserve Military Members and Veterans

The American Council on Education's College Credit Recommendation Service (ACE CREDIT®) has evaluated and recommended college credit for specific exams created and practiced through Prometric. ACE CREDIT helps adults gain academic credit for courses and examinations taken outside traditional degree programs. For more information, visit the ACE CREDIT website at www.accreditcolleges.org.
A COLLEGE DEGREE WITHIN YOUR REACH
Today, there are many educational alternatives to the classroom—you can learn from your job, your reading, your independent study, military training, and special interests you pursue. You may already have learned the subject matter covered by some college-level courses.

The DSST® Program is a nationally recognized testing program that gives you the opportunity to receive college credit for learning acquired outside the traditional college classroom.

DSST exams are created by Prometric, the trusted provider of market leading test development and delivery solutions.

Taking a DSST exam can help you accelerate your path to degree completion while saving you the time it takes to sit through a course, as well as the additional dollars spent on tuition. DSST exams can make earning a degree more feasible.

INTERNET BASED TESTING
All DSST exams are available via Internet-based testing.

INSTITUTIONS OF HIGHER EDUCATION RECOGNIZE DSST EXAMS
DSST exams are accepted for credit by more than 1,900 colleges and universities nationwide, including community colleges, state education systems, private and public institutions; and the number is growing every day. To find out if the college or university of your choice awards credit for passing DSST scores, contact their admissions office, counseling or testing office.

THE DSST PROGRAM IS HERE FOR YOU
Imagine cutting months off your degree completion requirements in practically no time at all. The DSST Program allows you to:

Earn Credit for Previously Learned Knowledge
You’ll be able to get credit for previously acquired knowledge or experience without taking time off from work to be a full-time student.

Save Time and Money
At less than $100 for a 3-credit equivalent course, DSST exams are an affordable way to earn college credit for prior learning. It doesn’t only cut hundreds or thousands of dollars that you’d have to spend on your college education, but it will also cut on precious college-credit hours. You can then dedicate that time and money into more advanced-level courses, and possibly, graduate in a shorter period of time.

Improve Your Chances for College Admission
Each college has its own admission policies; however, having passing scores for DSST exams on your transcript or your college admission portfolio can provide strong evidence of college-level subject knowledge.

Gain Confidence Performing At a College Level
Passing a DSST exam proves that you have what it takes to get a college degree. The feeling of “I can do this” by passing a DSST exam will give you the confidence you need to keep going, no matter in what stage of your college education you are on.

Make Up Missed Courses
If you find that you are a few credits short of earning your degree, you may be able to take one or more DSST exams to fulfill your academic requirements and graduate on time.

APPROVED BY ACE
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated and recommended college credit for all 30+ DSST exams. ACE, the major coordinating body for all the nation’s higher education institutions, seeks to provide leadership and a unifying voice on key higher education issues and to influence public policy through advocacy, research, and program initiatives.

ACE CREDIT connects workplace learning with colleges and universities by helping adults gain access to academic credit at colleges and universities for formal courses and examinations taken in the workplace or other settings outside traditional higher education.

ACE CREDIT provides both a recommended passing score and a recommended number of credits that could be awarded to successful students.

For more information about ACE CREDIT, visit their website at www.acenet.edu/acecredit.
WHERE TO TAKE DSST EXAMS
DSST exams are mostly administered at colleges and universities nationwide. Military test takers can also find DSST exams at their local Base Education Office or at a nearby location funded by DANTES. Each location determines the frequency and scheduling of test administrations. Each location can also provide information on the scores required for awarding credit, the number of credit hours awarded, and any courses that can be bypassed with satisfactory scores.

It is important that you contact the institution of your choice as early as possible since credit-awarding policies differ among colleges and universities.

Visit [www.getcollegecredit.com](http://www.getcollegecredit.com) to obtain the most current list of participating DSST colleges and universities. If you are unable to locate a test site near you, contact the testing office of an accredited college or university close to you and ask them to contact Prometric’s DSST Program to have access to DSST test administrations. After you have selected a college or university that administers DSST exams, you should contact them to schedule your test date.

ON THE DAY OF THE EXAMINATION
You should arrive at least 30 minutes before your scheduled exam appointment. This allows time for you to sign in and for staff to verify your identification. You must present a valid form of identification before you can test. The identification must be government-issued (e.g., driver’s license, state-issued identification card, passport, or military identification card), contain both a current photo and your signature and have a name that exactly matches the name used to register for the exam (including designations such as “Jr.” and “II”). NOTE: If you fail to present valid identification, you will not be allowed to test.

EXAM FEES
Many exams start at $80 (cyber $90). Test centers may require an additional administrative fee. Internet-based exam fees can only be paid with a Visa, MasterCard or American Express credit card.

DANTES helps eligible military members and eligible spouses pursue their educational goals by funding DSST exams (first attempts only) at fully-funded test centers across the country. Review the funding guide in this bulletin to verify eligibility.

EXAM RETAKE POLICY
If you have not achieved a satisfactory score, you may retake the same exam title after the required wait period has passed (currently set at 90 days from your original testing date). If you attempt to take the same exam title before the required wait period, your exam will be invalid and test fees will be forfeited.

OTHER TESTING REGULATIONS
• The use of nonprogrammable calculators (four basic functions only), is permitted for some of the tests. Refer to the Auxiliary Testing Materials section of this publication for details.

• Electronic equipment is not permitted in the testing room. This includes cell phones, alarm watches, PDAs, etc. Pocket items—keys, wallet, etc.—must remain in your pocket during testing.

TEST TAKERS WITH DISABILITIES
Prometric makes every effort to provide reasonable testing accommodations that enable all test takers to take examinations on a level playing field. While requests for testing accommodations must be reasonable, approved (based upon appropriate documentation) and scheduled prior to a test taker appearing for an examination, we are committed to making sure you receive the appropriate accommodations to which you are entitled. Please note that accommodations may vary by location. Prometric may also be required to work in conjunction with your testing location to provide approved accommodations. To request a testing accommodation for your exam, please call 1-800-967-1139.

APPEALS
If you need to request a response concerning the exam content, your test score, scheduling or test administration (testing site procedures, equipment, personnel, etc.). Requests for testing accommodations must be reasonable, approved (based upon appropriate documentation) and scheduled prior to a test taker appearing for an examination. Please provide your institution with approved testing accommodation confirmation email prior to scheduling exam.

The Appeal Committee will review your concern and send you a written response within 20 business days of receipt. Faxed appeals will not be accepted, as an original signature is required.
WEIGHT AND WRONG ANSWERS
All exam questions carry the same weight. Test takers are awarded points for correct answers only and do not lose points for incorrect answers. Instead of being penalized, they are simply not awarded the point for that question.

RECEIVING YOUR SCORE REPORT
For official scores to be sent to the institution of your choice, you must provide the institution’s 4-digit DSST code at the time of your examination. Note that some schools require a student to be enrolled before the institution will accept the score report. Due to privacy and security requirements, scores will not be reported over the phone under any circumstance.

To request a score report, please visit our website https://tcnet1.prometric.com/Login.aspx?ibt=144413391&ClientNameSingleSite=dsst and enter your username and password to print a copy of your score report. For an official transcript please review the “How to Get Official Transcripts” section of this guide.

Where to Find your Institution’s DSST Code
Simply perform a search in our institution database at http://getcollegecredit.com/institutions/search to find your school’s four-digit DSST code. The code is located on the left corner of the institution’s name. If your institution is not listed, please email Prometric at getcollegecredit@prometric.com with the full name and address of the institution so a code number can be established.

Internet-Based Exam Score Reporting
To enter the DSST code for online exams fill in the field titled “Institutional Score Report Recipient” with the 4-digit DSST code of the institution that will receive the official scores. If you already have a user profile established, you can edit your institution’s DSST code by updating your personal information.

Test takers can receive immediate test results by viewing their unofficial score report at the end of the testing session. Test results can also be viewed at https://tcnet1.prometric.com/Login.aspx?ibt=144413391&ClientNameSingleSite=dsst by entering the username and password created when the test was taken.

DANTES-funded military test takers will automatically get an electronic copy of their scores sent to their Transcript Service office.

TESTING IRREGULARITIES
Occasionally, testing irregularities occur that affect a group of test takers. Such problems include, without limitation, administrative errors, defective materials, improper access to test content, as well as other disruptions of test administrations (e.g., natural disasters). Should a group testing irregularity occur, your proctor will submit an Irregularity Report to Prometric. Prometric would then conduct an investigation of the test administration. Based on the information gathered in the investigation, Prometric may decide either to not score the test or to cancel the test score. When it is appropriate to do so, Prometric will arrange to give affected test takers the opportunity to take the test again as soon as possible. Affected test takers will be notified of the reasons for the cancellation and their options for retaking the test.

Prometric reserves the right to cancel any test scores if a test taker engages in misconduct or if there is a testing irregularity.

Reviews of questionable scores are confidential. If it is necessary to cancel scores that have already been reported, an “invalid score report” is produced and the credit-awarding institution is notified.
PREPARING FOR YOUR EXAM
For official scores to be sent to the institution of your choice, you must provide the institution's 4-digit DSST
It is strongly recommended that you check the exam content outline for the exam you want to take, as a first step to prepare for your exam. The exam content outline is included in the Exam Content Fact Sheet section of this publication for each DSST examination.

EXAM CONTENT FACT SHEETS
For each DSST exam, there is an Exam Content Fact Sheet that outlines the topics covered in that exam. The Exam Content Fact Sheet includes a list of recommended references of books that would be useful for review, a list of sample questions, and the number of credits awarded for a passing score as recommended by the American Council on Education (ACE®). Please note that some schools require scores that are higher than the minimum ACE-recommended passing score. It is suggested that you check with your college or university to determine what score they require in order to earn credit.

Exam Content Fact Sheets are detailed in this publication. You can also download individual Exam Content Fact Sheets from DSST’s website: http://getcollegecredit.com/exam_fact_sheets.

DSST ONLINE PRACTICE EXAMS
Practice exams in most DSST subjects are available and will enable you to see whether you possess the level of knowledge necessary to pass a specific DSST exam prior to actually taking it.
Although the online DSST practice exam questions do not indicate the full range of difficulty you would find in an actual DSST exam, they will help you assess your knowledge level. They also help you get familiar with the online testing tool as they are built in the same environment as the actual DSST exams.

You can purchase DSST online practice exams at https://tcnet1.prometric.com/Login.aspx?ibt=144413391&ClientNameSingleSite=dsst. (You must select “DSST Practice Exams” as the Test Provider or Program).

FREE TEST PREP FOR MILITARY MEMBERS
Peterson’s, a Nelnet Company, supplies test preparation for DSST exams free of charge for military members and funded civilians. For more information, visit www.nelnetsolutions.com/dodlibrary.

DSST STUDY GUIDES
Only those materials that carry both the DSST logo and Prometric logo and/or are explicitly mentioned on the DSST website are endorsed by Prometric.
If you have any questions about the validity of a study guide or other DSST-related product, please e-mail us at getcollegecredit@prometric.com, or call our Customer Service line at toll free: 1-877-471-9860.

MEET OTHER COLLEGE SAVVY, CREDIT-BY-EXAM USERS
DSST Credit by Exam Program has a growing community of followers and active users in online social media sites including Facebook (www.facebook.com/getcollegecredit) and Twitter (@collegecred). You are invited to join this community of college-savvy, DSST credit-by-exam users!
EXAM CONTENT FACT SHEETS

EXAM DEVELOPMENT AND CREDIT AWARDING
The DSST exams are developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. The school may choose to award college credit to the student based on the achievement of a passing score. The ultimate passing score for each examination is determined by the school. The school is provided with a recommended passing score established by a national committee of college faculty who teach these courses. A national examination council of college faculty was formed to develop each exam. Exams are scored using one of two scoring methods: Norm-Referenced or Criterion-Referenced Standard Setting. The use of one or the other methodology depends on the DSST exam title. DSST norm-referenced scores range from 20 to 80; while criterion-referenced scores range from 200 to 500.

CONTENT OUTLINES
A content outline listing content areas covered in each examination is provided for each DSST exam. The approximate percentage of the examination devoted to each content area is also noted. It is recommended to go over the content outline for the exam you are looking into taking, to ensure that it corresponds to the course for what you want to get college credit.

As you prepare to take a DSST exam, the content outline serves as a map to ensure you review all the material needed before you take your exam. It is strongly recommended that you check the exam content outline for the exam you want to take as a first step to prepare for your examination.

REFERENCE BOOKS
Each exam content fact sheet provided on getcollegecredit.com includes a list of reference publications that were either used as a reference to create the exam, or were being used as textbooks in college courses of the same or similar title at the time the test was developed. Appropriate textbooks for study are not limited to those listed on the exam content fact sheets. If you wish to obtain study resources to prepare for the examination, you may reference either the current edition of those titles or textbooks currently used at a local college or university for the same class title. It is recommended that you reference more than one textbook on the topics outlined in this fact sheet. You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study. Textbooks may be found at the campus bookstore of a local college or university offering a course on the subject.

Practice exams and other study material for each DSST exam is available online at www.getcollegecredit.com/testprep.

SAMPLE QUESTIONS
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. Sample questions are provided with each exam content fact sheet (included in this publication). You may want to review these samples for the type of questions that may appear on the exam. Other sample questions can be found in the form of Practice Exams by visiting our website at www.getcollegecredit.com.

CREDIT RECOMMENDATIONS
The American Council on Education (ACE) has reviewed and evaluated the DSST test development process for and content of each exam. Each recommendation is noted in the exam content fact sheet. It is advisable that schools develop a consistent policy about awarding credit based on scores from this test and that the policy be reviewed periodically. Prometric will be happy to help schools in this effort.

The ACE provides both a recommended passing score and a recommended number of credits that could be awarded to successful students. Some schools set their own standards for awarding credit and may require a higher score than the ACE recommendation. Students should obtain this information from the institution from which they expect to receive credit.
REFERENCES
No reference materials, papers or study materials are allowed at the testing center. If test takers are found with these or any other aids, they will not be allowed to continue the exam, their answers will not be scored and there are no refunds for the examination.

SCRATCH PAPER
The Proctor will provide scratch paper for all DSST exams. All scratch paper is considered secure test material and must be collected by the Proctor to be confidentially destroyed or returned along with used test materials.

PRINCIPLES OF PUBLIC SPEAKING – PART TWO: SPEECH RECORDING
Test centers equipped with the ability to administer the Principles of Public Speaking on the TCNET platform will provide a headset with microphone for test takers to record their speech into the system.

ELECTRONIC DEVICES
Electronic equipment is not permitted in the testing room. This includes cell phones, PDAs, cameras, alarm wrist watches, tape recorders, etc.

Pocket items—keys, wallet, etc.—must remain in your pocket during testing.

Other personal items—digital watches, outerwear that is not being worn while testing (sweater, jacket, etc.), briefcases, purses, etc.—are not permitted in the testing room.

FREQUENTLY ASKED QUESTIONS

Q. How do I know if my school accepts DSST exams for credit?
A. You can search the list of school’s accepting DSST exams for credit by simply visiting our website at www.getcollegecredit.com/search. If you can't find the school of your choice, contact your academic advisor or the admissions officer at your school. Also, before you take a DSST exam consult with your advisor to be sure the exam you want to take fits your curriculum needs.

Q. What is the cost for taking a DSST exam?
A. The current fee is starting at $80 (cyber $90). This fee does not include any administrative costs the testing site may require.

Q. What are DSST exams like?
A. DSST exams are Internet-based, multiple choice format, roughly 100 questions in length. Test takers are given two hours to take the exam but most are completed in 90 minutes. DSST exams must be taken at authorized testing centers, as they are not accessible elsewhere.

Q. How do I register for a DSST exam?
A. Visit www.getcollegecredit.com to locate an authorized DSST testing center. It is recommended you contact the selected testing center prior to taking the exam to understand their policies. Some locations do not allow walk-ins and require exams to be scheduled.

Q. How do I access the results of my exam?
A. The scores will be sent directly to your selected college or university and are available to the test taker immediately after Internet-based exams are taken. Public Speaking exam scores may take up to 4 weeks to allow the audio portion to be rated.

Q. Where do I find my institution’s 4-digit DSST code?
A. You can locate your institution’s DSST code by searching for your institution on our website at www.getcollegecredit.com/search. The code is located on the left corner of the institution’s name.

Q. What if there are testing irregularities?
A. Testing irregularities that affect the test taker can occasionally occur, such as administrative errors, defective materials, availability of test content and other disruptions of test administrations. In the event of these occurrences, Prometric will investigate, and appropriate actions will be taken based on the findings.

Q. What types of special accommodations can be provided?
A. While requests for testing accommodations must be reasonable, approved (based upon appropriate documentation) and scheduled prior to a test taker appearing for an examination, we are committed to making sure you receive the appropriate accommodations to which you are entitled. Please note that accommodations may vary by location. Prometric may also be required to work in conjunction with your testing location to provide approved accommodations. To request a testing accommodation for your exam, please call 1-800-967-1139.

Q. What form of ID should I bring to the testing location when I take a DSST exam?
A. Prior to the test administration, all test takers must present current and valid picture identification such as a driver's license, passport, or picture student identification card. Expired identification is not acceptable. Students may not test without appropriate identification. Only test takers should be permitted into the testing room. Unauthorized visitors are not permitted in the testing room at any time. Please see the requirements on the acceptable forms of identification for military members’ page for identification exceptions for active duty military members.

Q. What if I still have questions?
A. Should you have more questions or need more information, you can contact us through one of the following:

DSST website: www.getcollegecredit.com/contact
Customer Service Line (toll free): 1-877-471-9860
DANTES website: www.dantes.doded.mil
Email: getcollegecredit@prometric.com
HOW TO GET OFFICIAL TRANSCRIPTS

AUTOMATIC TRANSCRIPT GENERATION
Your initial exam fee (starting at $80) includes the ability to send an official score report to your credit-accepting institution. You must provide the institution’s 4-digit DSST code at the time of the examination in order to have scores successfully submitted.

WHERE TO FIND YOUR INSTITUTION’S DSST CODE
Simply perform a search in our institution database at http://getcollegecredit.com/institutions/search/. The 4-digit DSST code is located on the left corner of the institution’s name. If your institution is not listed, email Prometric at getcollegecredit@prometric.com with the full name and address of the institution so a code number can be established.

INTERNET-BASED EXAM SCORE REPORTING
To enter the DSST code for online exams, fill in the field titled “Institutional Score Report Recipient” with the 4-digit DSST code of the institution that will receive the official scores. If you have a user profile already established, update your personal information if you need to edit your institution’s DSST code.

DANTES-funded military test takers will automatically get an electronic copy of their scores sent to their Transcript Service office.

SHOULD YOU NEED ADDITIONAL COPIES OF YOUR TRANSCRIPT
To request a transcript use one of the forms provided in this publication or download the Transcript Order Form from www.getcollegecredit.com.

One transcript may include scores for one or more exams taken.

Check with your school 3-4 weeks after ordering your transcript to verify that it has received your transcript. If for some reason your school has not received them, please contact Prometric at 877-471-9860 within 90 days of your transcript request and we will re-send the transcript free of charge.

MILITARY MEMBERS
Military Transcript Order Form - use this form to request DSST and CLEP scores for exams taken after July 1, 1974
MILITARY TRANSCRIPT ORDER FORM
($30 fee per transcript)
Please TYPE or PRINT all information requested below.

There is no charge for transcripts sent to DANTES Test Control Officers (TCO's). Mail completed form to: Prometric, ATTN: DSST/CLEP Transcripts, 7941 Corporate Drive, Nottingham, MD 21236 OR if paying by credit card, FAX completed form to: (651)603-3008. Please allow 48 hours for confirmation. For transcript inquiries, please contact: 1-877-471-9860. **PLEASE DO NOT EMAIL**.

Payment/Fee Information
A $30 fee is charged for each transcript ordered. A transcript may include any or all DSST and CLEP scores taken while in the military.

NOTE: Transcripts are mailed within three weeks after receipt of the order form at Prometric.

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<td>(DANTES TCO's are sent unofficial transcripts for counseling purposes only. For your DANTES TCO to receive an unofficial transcript, you MUST provide the DANTES TCO ID Number in the shaded box.)</td>
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Payment: Fee(s) may be paid by MasterCard, Visa or American Express, certified check or money order, payable to Prometric. Incomplete forms or forms received without the correct fees will be returned. Personal checks, pre-paid cards and cash are not accepted. Fees are nonrefundable.

To pay for your transcript with MasterCard, Visa or American Express, please supply the information below:

Credit Card: VISA MC AMEX

Exp. Date (MM / YY): Signature:

Credit Card Number:

Personal Information (Please TYPE or Print all information requested below):

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Street Address (including Apt. number or P.O. Box, if applicable)

City | State | ZIP Code

Phone Number (including area code)

Email Address

Transcript Information

Please prepare my transcript and include the following (Check only one)

☐ Scores on all tests ☐ Only test scores that are at or above the ACE Recommended Minimum Score

☐ Only scores on test titles listed below:

Test Titles:

Approximate Date of Last DSST or CLEP Test (MM/DD/YYYY):

Permission for release of records (transcripts will not be issued without signature)

I hereby authorize Prometric to release my transcript(s) to the address(es) below.

Candidate’s Signature: Date:

Address(es) where transcript(s) should be sent

☐ Personal Home Address (as listed above) and/or

School Name: School Name:

Attn:

Address:

City & State: Zip Code: City & State: Zip Code:

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Rev 12/2015
Mail completed form to: Prometric DSST Score Report Request, 7941 Corporate Drive, Nottingham, MD 21236 OR, if paying by credit card, FAX completed form to: (651) 603-3008. Please allow 48 hours for confirmation. For inquiries, please contact: 1-877-471-9860. **PLEASE DO NOT EMAIL**.

Payment/Fee Information
A $30 fee is charged for each official score report ordered. An official score report may include any or all DSST scores.

NOTE: Orders are mailed within three weeks after receipt of the order form at Prometric.

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Payment: Fee(s) may be paid by MasterCard, Visa or American Express, certified check or money order, payable to Prometric. Incomplete forms or forms received without the correct fees will be returned. Personal checks, pre-paid cards and cash are not accepted. Fees are nonrefundable.

To pay for your transcript with MasterCard, Visa or American Express, please supply the information below:

Credit Card: [ ] VISA [ ] MC [ ] AMEX
Exp. Date (MM / YY) [ ]
Signature: [ ]

Credit Card Number: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Candidate Information (Please TYPE or Print all information requested below):

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Score Report Information

Please prepare my transcript and include the following: (Check only one)

[ ] Scores on all tests    [ ] Only test scores that are at or above the ACE Recommended Minimum Score
[ ] Only scores on test titles listed below:

Test Titles:

Approximate Date of Last DSST (MM/DD/YYYY):

Permission for release of records (Score reports will not be issued without signature)

I hereby authorize Prometric to release my DSST Transcript(s) to the address(es) below.

Candidate's Signature: [ ]
Date: [ ]

Address(es) where Score Report(s) should be sent

[ ] Personal Home Address (as listed above)
School Name: [ ]
School Name: [ ]
Attn: [ ]
Attn: [ ]
Address: [ ]
Address: [ ]
City & State: [ ] Zip Code: [ ]
City & State: [ ] Zip Code: [ ]

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Rev 9/2016
EXAM INFORMATION
This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. This exam tests the understanding of such substances as anabolic steroids, over-the-counter medications, dependency/addiction, societal effects, screening, diagnosis and neurological factors.

The exam contains 100 questions to be answered in 2 hours.

Form Codes: SP495, SN495, SY495, SZ495

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Substance Abuse
Level: Upper-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu

EXAM CONTENT OUTLINE
The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. Overview of Substance Abuse and Dependence – 12%
   a. Terminology (e.g. abuse, use and misuse, dependency, psychological and physical addiction)
   b. Theories and models of abuse and dependence (e.g. genetic, psychological, social, cultural and environmental, moral, biopsychosocial disease)
   c. Demographics (e.g. age, gender, ethnicity, culture, socio-economic status)
   d. Costs to society and associations with social problems
   e. Screening and diagnosis (DSM-5)

II. Classification of Drugs – 6%
   a. DEA schedule
   b. Pharmacologic effect
   c. Regulations

III. Pharmacological and Neurophysiological Principles – 9%
   a. Nervous system (e.g. neurotransmission, synaptic processes, receptors)
   b. Actions of drugs (e.g. dose response curve, routes of administration, metabolism)
   c. Drug interactions

IV. Alcohol– 14%
   a. History and types
   b. Determinants of blood alcohol level (e.g. gender differences)
   c. Effects (e.g. acute, chronic, behavioral, physiological, prenatal)
   d. Uses and administration
   e. Tolerances, withdrawal and overdose
   f. Dependency issues
   g. Prevention and treatment (e.g. behavioral, pharmacological)
V. Anti-Anxiety, Sedative and Hypnotics – 6%
   a. History and types
   b. Effects (e.g. acute, chronic, behavioral, physiological)
   c. Uses and administration
   d. Tolerance, withdrawal and overdose
   e. Dependency issues
   f. Prevention and treatment (e.g. behavioral pharmacological)

VI. Inhalants – 5%
   a. History and types
   b. Effects (e.g. acute, chronic, behavioral, physiological)
   c. Tolerance, Withdrawal, and Overdose
   d. Dependency issues
   e. Prevention and Treatment (e.g. behavioral; pharmacological)

VII. Tobacco and Nicotine – 10%
   a. History and types
   b. Effects (e.g. acute, chronic, behavioral, physiological)
   c. Uses and administration
   d. Tolerance, withdrawal and overdose
   e. Dependency issues
   f. Prevention and treatment (e.g. behavioral pharmacological)

VIII. Psychomotor – 6%
   a. History and types (including caffeine and xanthines)
   b. Effects (e.g. acute, chronic, behavioral, physiological)
   c. Uses and administration
   d. Tolerance, withdrawal and overdose
   e. Dependency Issues
   f. Prevention and Treatment (e.g. behavioral pharmacological)

IX. Opioids – 7%
   a. History and types (including endogenous opioids)
   b. Effects (e.g. acute, chronic, behavioral physiological)
   c. Uses and administration
   d. Tolerance, withdrawal and overdose
   e. Dependency issues
   f. Prevention and treatment (e.g. behavioral; pharmacological)

X. Cannabinoids – 10%
   a. History and types (including endogenous cannabinoids)
   b. Effects (e.g. acute, chronic, behavioral; physiological)
   c. Uses and administration
   d. Tolerance, withdrawal and overdose
   e. Dependency issues
   f. Prevention and treatment (e.g. behavioral pharmacological)

XI. Hallucinogens – 4%
   a. History and types
   b. Effects (e.g. acute, chronic, behavioral, physiological)
   c. Uses and administration
   d. Tolerance, withdrawal and overdose

XII. Other Drugs of Abuse – 4%
    a. Anabolic steroids
    b. Over-the-counter (OTC) substances
c. Synthetic substances
d. Club drugs

XII. Antipsychotic Drugs – 3%
a. History and types
b. Effects (including side effects, adverse reactions and toxicity)
c. Uses and administration

d. Tolerance, withdrawal and suicidal behaviors

XIII. Antidepressants and Mood Stabilizers – 4%
a. History and types
b. Effects (including side effects, adverse reactions and toxicity)
c. Uses and administration
d. Tolerance, withdrawal and suicidal behaviors

REFERENCES
Below is a list of reference publications that were either used as a reference to create the exam, or were used as textbooks in college courses of the same or similar title at the time the test was developed. You may reference either the current edition of these titles or textbooks currently used at a local college or university for the same class title. It is recommended that you reference more than one textbook on the topics outlined in this fact sheet.

You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:


SAMPLE QUESTIONS
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. Cannabis intoxication can?
   a. increase the heart rate
   b. increase mental activity
   c. cause respiratory collapse
   d. cause chromosomal damage

2. The drugs posing the most immediate risk of organic brain damage are?
   a. inhalants
   b. narcotics
   c. hallucinogens
   d. sedative hypnotics

3. The most commonly abused drug in the United State is?
   a. heroin
   b. cocaine
   c. marijuana
   d. alcohol
4. Endorphins and enkephalins are similar in effect to?
   a. steroids
   b. psychedelics
   c. opiates
   d. stimulants

5. The metabolism of alcohol takes place primarily in the?
   a. liver
   b. kidneys
   c. brain
   d. pancreas

6. Crisis intervention and detection of the early stages of drug abuse is referred to as?
   a. primary prevention
   b. secondary prevention
   c. tertiary prevention
   d. quaternary prevention

7. Which of the following is an opium derivative?
   a. codeine
   b. cocaine
   c. phenobarbital
   d. LSD

8. The junction between two neurons is called the?
   a. axon
   b. dendrite
   c. synapse
   d. receptor

9. Paradoxical effects of the benzodiazepines include all of the following EXCEPT?
   a. nightmares
   b. irritability
   c. agitation
   d. hypersomnia

10. Buerger’s disease caused by heavy cigarette smoking results from the?
    a. accumulation of tar in the lungs
    b. reduction of blood to the body’s extremities
    c. destruction of the cilia in the trachea
    d. disruption of the normal functioning of the liver

11. An alcoholic who drinks while taking Antabuse (disulfiram) is likely to experience?
    a. sedation
    b. nausea
    c. convulsions
    d. euphoria

Answers to sample questions:
1-A, 2-A, 3-D, 4-C, 5-A, 6-B, 7-A, 8-C, 9-D, 10-B, 11-B
EXAM INFORMATION
This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. This exam tests the knowledge of the roles and responsibilities of the supervisor; planning, organization and staffing; directing at the supervisory level; legal issues; stress management; union environments; and quality concerns.

The exam contains 100 questions to be answered in 2 hours.

Form Codes: SN532, SP532, SY532, SZ532

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Principles of Supervision
Level: Lower-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu

EXAM CONTENT OUTLINE
The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. Roles and Responsibilities of Managers and Supervisors – 20%
   a. Evolution of management/ supervision
   b. Knowledge and skill requirements
   c. Managerial roles
   d. Levels of management
   e. Business ethics and corporate social responsibility

II. Management Functions – 50%
   a. Planning
   b. Organizing and staffing
   c. Leading
   d. Controlling

III. Organizational Environment – 30%
   a. Legal, political, economic and social
   b. Labor-management relations (e.g. unions vs. non-union, exempt vs. non-exempt)
   c. Organizational culture
   d. Diversity and inclusion
   e. Global
   f. Sustainable environments
   g. Organizational change
   h. Workplace safety and security

REFERENCES
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the same class title. It is recommended that you reference more than one textbook on the topics outlined in this fact sheet.

You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:


**SAMPLE QUESTIONS**

All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. Which of the following terms is commonly used to refer to each employee’s obligation to execute all duties to the best of his or her ability?
   a. Authority
   b. Responsibility
   c. Delegation
   d. Accountability

2. The planning that supervisors do is directly derived from plans of?
   a. customers
   b. subordinates
   c. upper management
   d. colleagues

3. A supervisor who works in a company that follows the party principle of delegation would be most likely to say which of the following?
   a. “I have adequate responsibility but not enough authority.”
   b. “I have adequate authority but not enough responsibility.”
   c. “I have an equal amount of authority and responsibility.”
   d. “I have adequate authority to meet my responsibility.”

4. Which of the following is an example of a line employee?
   a. An industrial engineer
   b. A salesperson
   c. A security guard
   d. A manufacturing department foreman

5. Employee counseling is usually NOT appropriate for addressing an employee’s?
   a. marital problems
   b. substance abuse
   c. career planning
   d. pre-retirement planning

6. When a prospective employee is being interviewed, which of the following questions CANNOT be asked?
a. “Do you have any training that qualifies you for this job?”
b. “Do you have any relatives working for this company?”
c. “What is your marital status?”
d. “Are you in this country on a visa that permits you to work?”

7. Which of the following persons developed the theory of a hierarchy of needs?
   a. Douglas McGregor
   b. Rensis Likert
   c. Abraham Maslow
   d. Kurt Lewin

8. Maintenance of departmental discipline in a factory is the function of the?
   a. human relations manager
   b. supervisor
   c. president
   d. shop steward

9. All of the following are steps in the controlling process EXCEPT?
   a. establishing performance standards
   b. developing employee benefits
   c. monitoring performance
   d. taking corrective action

10. Which of the following organizations has the power to enforce basic labor laws?
    a. National Labor Relations Board
    b. Federal Mediation and Conciliation Service
    c. United States Department of Labor
    d. American Federation of Labor

Answers to sample questions:
1-B, 2-C, 3-D, 4-D, 5-A, 6-C, 7-C, 8-B, 9-B, 10-A
EXAM INFORMATION
The exam consists of two parts. The two parts should be taken in order. Students who do not complete both parts within six months will have their score invalidated and will need to retest. Students must pass both parts of the exam in order to receive credit:

Part 1 – Multiple-Choice: The exam contains 100 questions to be answered in 2 hours. Part 1 consists of multiple-choice questions covering audience analysis; purposes of speeches; structure/organization; content/supporting materials; research; language and style; delivery; communication apprehension; listening and feedback; and criticism and evaluation.

Part 2 – Speech Portion: Part 2 requires the test taker to record an impromptu persuasive speech that will be scored by human raters.

A faculty member who teaches a Public Speaking course at an accredited college or university will grade the speech using the five dimensions listed below. Raters are trained to apply a scoring rubric (guide) uniformly to all speeches.

Structure/Organization: 25%
Delivery: 25%
Content/Supporting Material: 20%
Effect/Persuasive: 20%
Language/Style: 10%

Test takers will have 20 minutes to complete Part 2 – Speech Portion (10 minutes to prepare, 5 minutes to record, 5 the recording).minutes to playback

Reasons for automatic failure:
Timing (speech is shorter than 3 minutes or longer than 5 minutes)
• Editing
• Topic not addressed
• Failure to take a position
• Took several positions

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Principles of Public Speaking
Level: Lower-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu

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EXAM CONTENT OUTLINE

The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. Ethical, Social, and Theoretical Considerations of Public Speaking – 10%
   a. Free speech

II. Audience Analysis, Adaptation and Effect - 19%
   a. Analyzing the audience before, during, and after the speech

III. Topics and Purposes of Speeches – 9%
   a. Formulating appropriate speech topics for specific purposes

IV. Structure/Organization – 17%
   a. Structuring introductions, bodies, and conclusions

V. Content/Supporting Materials – 19%
   a. Recognizing/using and argument, reasoning and evidence

VI. Research – 9%
   a. Using reference materials/ finding appropriate sources in the preparation of speech

VII. Language and Style – 8%
   a. Using vivid language appropriate for a public speech

VIII. Delivery – 9%
   a. Articulation, voice, pronunciation, and body action

REFERENCES

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You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:


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SAMPLE QUESTIONS
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. In both classical and contemporary views of public speaking, primary attention is given to which of the following?
   a. Style of the speech
   b. Substance or content of the speech
   c. Delivery of the speech
   d. Organization of the speech

2. A speech divided into the three main divisions of animal, vegetable, and mineral would be best organized according to which of the following patterns?
   a. Temporal
   b. Cause-effect
   c. Topical
   d. Problem-solution

3. Speaker credibility refers most closely to which of the following?
   a. Persuasiveness
   b. Effectiveness
   c. Emotional appeal
   d. Believability

4. In his famous “Liberty or Death” speech, Patrick Henry said:
   “For my own part, I consider it as nothing less than a question of freedom or slavery; and in proportion to the magnitude of the subject ought to be the freedom of the debate. It is only in this way that we can hope to arrive at truth, and fulfill the great responsibility, which we hold to God and our country. Should I keep back my opinions at such a time, through fear of giving offense, I should consider myself as guilty of treason towards my country and of an act of disloyalty toward the Majesty of Heaven, which I revere above all earthly kings.”

   This excerpt provides an example of Henry's attempt to do which of the following?
   a. Establish the truth of his proposition
   b. Establish his credibility
   c. Present his opponents’ arguments in a bad light
   d. Provide the audience with arguments to use against the alternative views they would hear from other speakers

5. The assumption that a person who is competent in one field is also competent in another field is referred to as which of the following?
   a. Halo effect
b. Matching hypothesis  
   c. Social exchange hypothesis  
   d. Self-fulfilling prophecy  

6. The predisposition to act for or against a person or position is referred to as which of the following?  
   a. Attitude  
   b. Belief  
   c. Value  
   d. Opinion  

7. Most speeches should be prepared for which of the following audiences?  
   a. Hypothetical  
   b. General  
   c. Specific  
   d. Idealized  

8. Which of the following terms is used for the argument that what a person hears last is remembered best and has the greatest effect?  
   a. Primacy  
   b. Recency  
   c. Climax  
   d. Anticlimax  

9. The degree to which the audience members have counterarguments ready to answer an attack on their beliefs, attitudes, and values is referred to as which of the following?  
   a. Persuasive presumption  
   b. Inoculation  
   c. Selective exposure  
   d. Reinforcement  

10. Which of the following patterns of organization would be most suitable for speeches such as "The events leading to World War II," "the development of language in the child," and "the major steps in learning to use a computer"?  
    a. Spatial  
    b. Chronological  
    c. Problem-solution  
    d. Cause-effect 

**Topic:** Some people believe that all states should be allowed to pass laws requiring the death penalty for certain crimes. Others feel that the death penalty is wrong and should be abolished. Try to persuade the audience of your position or point of view on the death penalty. Include supporting arguments to defend your position. Be sure to take the designated audience into consideration.

**Audience:** A college public speaking class composed of female and male students ranging in age from 18 to 30.

**Answers to sample questions:**  
1-B; 2-C; 3-D; 4-B; 5-A; 6-A; 7-C; 8-B, 9-B, 10-B
EXAM INFORMATION

This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. This examination includes an overview of Newton’s Laws of Motion; energy and momentum; thermodynamics; wave and optics; electricity and magnetism; chemistry: properties of matter; atomic theory and structure; and chemical reactions.

The exam contains 100 questions to be answered in 2 hours.

Form Codes: SP512, SN512, SY512, SZ512

CREDIT RECOMMENDATIONS

The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: The Principles of Physical Science I
Level: Lower-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu

EXAM CONTENT OUTLINE

The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. Physics – 50%
   a. Newton’s laws of motion
      i. Motion
      ii. Force and acceleration
      iii. Inertia
      iv. Mass and weight
      v. Action/reaction forces
      vi. Law of circular motion
      vii. Law of universal gravitation
   b. Energy and momentum
      i. Work
      ii. Power
      iii. Potential and kinetic energy
      iv. Momentum
      v. Conservation of Energy & Momentum
      vi. Collisions
   c. Thermodynamics
      i. Temperature and heat
      ii. Heat transfer
      iii. Heat capacity
      iv. Changes in state
      v. Mechanical equivalent of heat
      vi. Heat Engine
      vii. Entropy
   d. Waves and optics
i. Reflection and refraction
ii. Lenses and mirrors
iii. Waves
iv. Interference and diffraction
v. Sound
e. Electricity and magnetism
   i. Electronic charges (Coulomb’s Law)
   ii. Electric current
   iii. Potential differences
   iv. Ohm's law
   v. Magnetism
   vi. Electromagnetism
   vii. Circuits and applied electricity
   viii. Gauss’ Law
   ix. Lorentz Force
   x. Faraday’s Law
f. Fluids
   i. Density
   ii. Pressure
   iii. Pascal’s Principle
   iv. Archimedes’ Principle
   v. Bernoulli’s Equation
g. Kinematics
   i. Units and measures
   ii. Scalars and vectors
   iii. One dimensional kinematics
   iv. Two dimensional kinematics

II. Chemistry – 50%
a. Properties of matter & measurement
   i. Significant Figures
   ii. Metric System
   iii. Chemical & physical properties
   iv. Elements, Compounds, Mixtures, Solutions
   v. Accuracy and Precision
b. Atoms, molecules & ions
   i. Subatomic particles
   ii. The atomic model
   iii. Periodic table
   iv. Molecules
   v. Ions
   vi. Empirical/molecular formula
   vii. Nomenclature
c. Stoichiometry
   i. Balancing molecular equations
   ii. Avogadro’s number & the mole
   iii. Stoichiometry ratios
   iv. Limiting reagent
   v. Theoretic yield
d. Gas laws
   i. Basic gas laws
   ii. Ideal gas law
iii. Partial pressures
iv. Effusion & diffusion
v. Real gases
e. Thermochemistry
   i. Conservation of energy
   ii. Heat/temperature
   iii. Work
   iv. Heat Capacity
   v. Calorimetry
   vi. Enthalpy
   vii. Hess’s Law
   viii. Entropy
   ix. Gibb’s free energy
f. Quantum mechanical theory
   i. Wave/light properties
   ii. Wave-particle duality
   iii. Bohr’s model
   iv. Quantum numbers
   v. Orbitals
   vi. Electron configurations
   vii. Periodic trend
g. Bonding theory
   i. Valence bonding theory
   ii. Molecular Orbital Diagrams
   iii. Hybridization
   iv. Lattice energy
   v. Lewis dot structures
   vi. Vsepr theory
   vii. Intermolecular forces/effects
h. Solution chemistry
   i. Concentration
   ii. Solution stoichiometry
   iii. Acid/base
   iv. Redox
   v. Solubility/precipitation
   vi. Colligative properties
   vii. Solution Energetics
i. Equilibrium
   i. General
   ii. Acid/base
   iii. Titration
   iv. Solubility products
   v. Le Chatlier
   vi. Common ion effect
   vii. Equilibrium constants
   viii. Buffer solutions
   ix. Henderson-Hasselbalch equation
j. Chemical kinetics
   i. Reaction rate
   ii. Rate law
   iii. Order of reaction
iv. Integrated rate laws
v. Method of initial rates
vi. Collision Theory
vii. Transition State Theory
viii. Effect of temperature on reaction rate
ix. Reaction mechanisms
x. Catalysis

k. Electrochemistry
   i. Oxidation reduction
   ii. Balancing redox
   iii. Voltaic cells, batteries
   iv. Electrochemical cells
   v. Standard Electrode Potentials
   vi. Faraday’s constant and Gibbs’ free energy
   vii. Equilibrium
   viii. Predicting Spontaneous
   ix. Electrolysis

l. Nuclear chemistry
   i. Balancing
   ii. Half life
   iii. Nuclear stability
   iv. Types of radio activity
   v. Dating
   vi. Fission and fusion
   vii. Mass defect

m. Coordinating chemistry
   i. Naming
   ii. Ligands
   iii. Isomerization
   iv. Werner complexes
   v. Crystal field theory
   vi. Ligand field theory

REFERENCES
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You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:


SAMPLE QUESTIONS
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. Which of the following properties of fluids can serve to distinguish between a gas and a liquid?
   a. Immiscibility
   b. Malleability
   c. Viscosity
   d. Compressibility

2. A substance that alters the rate of a chemical reaction but is not itself altered is called a
   a. catalyst
   b. reactant
   c. product
   d. limiting agent

3. In which of the following cases is the vehicle described NOT accelerating?
   a. A car traveling in a straight line, increasing its speed from 10 meters per second to 20 meters per second
   b. A bus traveling at a constant speed over the crest of a hill
   c. A train traveling in a straight line at a constant speed
   d. A car traveling at 15 meters per second around a curve

4. The best explanation for the location of the element helium in the periodic table is that it
   a. has a filled outer shell
   b. has a low density
   c. is monatomic
   d. is a nonmetal

5. Two forces, one of 300 Newtons and the other of 400 Newtons, act at right angles to each other. The magnitude of the resultant force is
   a. 100 N
   b. between 300 N and 400 N
   c. 500 N
   d. 700 N

6. Which of the following is true when the pendulum of a clock reaches the highest point of its arc?
   a. The net force acting on the system is zero
   b. The kinetic energy is maximum
   c. The potential energy is maximum
   d. The frequency is zero

7. If the half-life of a certain isotope is one month, what portion of a sample of this isotope remains after two months?
   a. None
   b. One-fourth
   c. One-third
   d. Three-fourths

8. If the distance between a proton and an electron is doubled, the resulting attraction will be
   a. four times as great
   b. twice as great
   c. half as great
   d. one-fourth as great

9. The heat that is required to raise the temperature of 10 grams of a sample whose specific heat is 0.212 calories/gram °C from 30° C to 50° C would be
   a. 200.0 cal
   b. 42.4 cal
   c. 4.24 cal
10. In the Earth-Moon system, if \( r \) is the distance between the two masses, the attracting force between them is
   a. directly proportional to \( r \)
   b. directly proportional to \( r^2 \)
   c. inversely proportional to \( r \)
   d. inversely proportional to \( r^2 \)

11. The work done in holding a 50-newton object at 2 meters above a table top is
   a. 980 J
   b. 100 J
   c. 25 J
   d. 0 J

12. Which of the following statements regarding the force on an object in circular motion is NOT true?
   a. It is inversely proportional to the period squared
   b. It is inversely proportional to the mass
   c. It is directly proportional to the velocity
   d. It is directly proportional to the acceleration

Answers to sample questions:
1-D; 2-A; 3-C; 4-A; 5-C; 6- C; 7-B; 8-D; 9-B; 10-D; 11-D; 12-B
EXAM INFORMATION
This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. This exam tests the ability to understand credit and debt; major purchases; taxes; insurance; investments; and retirement and estate planning.

The exam contains 100 questions to be answered in 2 hours.

Form Codes: SP550, SN550, SY550, SZ550

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Personal Finance
Level: Lower-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu

EXAM CONTENT OUTLINE
The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. Foundations of Business – 10%
   a. Financial goals, and values
   b. Budgeting and financial statements
   c. Cash Management
   d. Economic terminology
   e. Institutional aspects of financial planning

II. Credit and Debt – 15%
   a. Credit and debit cards
   b. Installment loans
   c. Interest calculations
   d. Federal credit laws
   e. Creditworthiness, credit scoring and reporting
   f. Bankruptcy

III. Major Purchases – 15%
   a. Auto, furniture, appliances
   b. Housing

IV. Taxes – 15%
   a. Payroll
   b. Income
   c. IRS and audits
   d. Estate and gift
   e. Tax planning/estimating
   f. Progressive vs regressive

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g. Other (excise, property, sales, gas)
h. Tax Professionals

V. Insurance – 15%
a. Risk management
b. Life policies
c. Property and liability policies
d. Health, disability and long-term care policies
e. Specialty insurance (e.g. professional, malpractice, antiques)
f. Insurance analysis and sources of information

VI. Investments – 15%
a. Liquid Assets
b. Bonds
c. Equities
d. Mutual funds and exchange traded funds
e. Other (e.g. commodities, precious metals, real estate, derivatives)
f. Sources of information
g. Time value of money
h. Asset/portfolio allocation

VII. Retirement and Estate Planning – 15%
a. Terminology (vesting, maturity, rollovers)
b. Qualified retirement accounts (e.g. IRA, Roth, IRA, SEP, Keogh, 401(k), 403(b))
c. Social security benefits
d. Wills, trusts and estate planning
e. Tax-deferred annuities

REFERENCES
Below is a list of reference publications that were either used as a reference to create the exam, or were used as textbooks in college courses of the same or similar title at the time the test was developed. You may reference either the current edition of these titles or textbooks currently used at a local college or university for the same class title. It is recommended that you reference more than one textbook on the topics outlined in this fact sheet.

You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:


SAMPLE QUESTIONS
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. Which of the following resources could be used to evaluate the financial strength of an insurance company?
   a. Morningstar
   b. Best’s
   c. Dun & Bradstreet
   d. Standard and Poor’s

2. Joe and Betty are both recent college graduates in their mid-20s and are working at junior executive
positions in medium-size firms. They plan to get married in two months and hope to have a baby within the next three years. Which of the following short-term goals should they be considering now?
   a. accumulating a savings fund for their honeymoon
   b. establishing a retirement plan for themselves
   c. establishing a college tuition fund for their child
   d. accumulating a down payment for a house

3. The federal income tax is considered a progressive tax because as a person’s income rises, the person’s tax rate?
   a. remains the same
   b. increases
   c. decreases
   d. fluctuates

4. Which of the following types of bankruptcy is designed for debtors with regular incomes who must attempt to repay as much of the debt as possible within a certain time period?
   a. Chapter 5
   b. Chapter 7
   c. Chapter 11
   d. Chapter 13

5. A lender is offering a fixed rate loan with two points. If the family plans to purchase an $80,000 house by putting 20% down and borrowing $64,000, how much will the two points cost?
   a. $1,600
   b. $1,280
   c. $2,000
   d. $1,400

6. Which of the following types of insurance provides an individual with a percentage of lost income due to physical or mental incapacity?
   a. Health
   b. Major medical
   c. Disability
   d. Umbrella

7. A 65-year old retiree with a 50-year old spouse is considering various annuity payout options. Which of the following payout options would provide the retiree with the largest annual payment?
   a. straight life
   b. joint life
   c. 20-year certain
   d. Refund

8. A blue chip company is generally defined as a?
   a. new company whose stock trades over-the-counter
   b. well-established company whose stock trades on the NYSE
   c. 20-year-old limited partnership that is sold by stockbrokers
   d. three-year-old mutual fund whose stock trades on the NYSE

9. An increase in the consumer price index (CPI) is general an indication of?
   a. increased unemployment
   b. increased inflation
   c. continued recession
   d. reduced trade deficit

Answers to sample questions:
1-B, 2-D, 3-B, 4-D, 5-B, 6-C, 7-A, 8-B, 9-B
EXAM INFORMATION
This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. This exam covers topics such as types of writing; elements of effective writing; reading and writing arguments and using secondary sources.

The exam contains 64 questions to be answered in 2 hours.

Form Codes: SQ301, SR301, SY301, SZ301

EXAM CONTENT OUTLINE
The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. Types of Writing – 4%
   a. Narrative
   b. Informative
   c. Argumentative and Persuasive
   d. Critical response

II. Elements of Effective Writing – 32%
   a. Audience and purpose analysis
   b. Pre-Writing strategies / Content generation
      i. Reading, thinking, analyzing, discussion
      ii. Invention techniques: (Brainstorming, Free Writing, questioning, hypothesizing)
      iii. Organizing ideas: mind mapping, clustering, outlining.
   c. Drafting
      i. Paper organization
      ii. Paragraph Structure
   d. Revising and Editing

III. Reading and Writing Arguments – 32%
   a. Identifying elements of Arguments
      i. Claims
         1. Thesis (Main claim)
         2. Main Points (Sub claim)
      ii. Claims support
   b. Analyzing Arguments
      i. Types of evidence
         1. Logic
         2. Anecdote
         3. Sources

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Principles of Advanced English Composition
Level: Lower-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu
II. Identifying key terms
III. Warrants / Assumptions

IV. Using Secondary Sources – 32%
   a. Finding sources
      i. Appropriate sources
      ii. Types of sources
   b. Evaluating sources
      i. Relevance
      ii. Credibility
   c. Using sources
      i. Summary
      ii. Paraphrase
      iii. Quotation
   d. Citing and documenting
      i. Choosing a documentation style (MLA, APA and CMS)
      ii. Using style manuals
      iii. In-text

REFERENCES
Below is a list of reference publications that were either used as a reference to create the exam, or were used
as textbooks in college courses of the same or similar title at the time the test was developed. You may
reference either the current edition of these titles or textbooks currently used at a local college or university for
the same class title. It is recommended that you reference more than one textbook on the topics outlined in this
fact sheet.

You should begin by checking textbook content against the content outline provided before selecting textbooks
that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:
   Martins.

SAMPLE QUESTIONS
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The
following are samples of the types of questions that may appear on the exam.

1. An author would summarize a text when
   (A) a source’s ideas are being reordered
   (B) a source’s ideas are being restated.
   (C) a lengthy passage is being condensed.
   (D) a lengthy passage is being quoted.

2. Papers written in MLA style should be formatted using
   (A) single spacing.
   (B) a title page.
   (C) a centered title.
3. A paraphrase
(A) may reorder a source’s ideas.
(B) compares and contrasts ideas from various sources.
(C) condenses a lengthy passage into one sentence.
(D) states a main idea simply and briefly.

4. The term used to refer to the relationship between writer and audience is
(A) rhetorical.
(B) referential.
(C) contextual.
(D) positional.

5. When an author is using a source to support a claim, it is typically effective to cite the passage that
(A) restates the claim in a similar fashion as the author.
(B) demonstrates the importance of the related issue.
(C) presents related reasons or evidence.
(D) explains how related evidence or data was obtained.

Answers to sample questions:
1-C, 2-C, 3-A, 4-A, 5-C
EXAM INFORMATION
This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. The exam tests the knowledge of the role and kinds of money; commercial banks and other financial intermediaries; central banking and the Federal Reserve System; money and macroeconomics; U.S. monetary policy; and the international monetary system.

The exam contains 100 questions to be answered in 2 hours.

Form Codes: SN548, SP548, SY548, SZ548

EXAM CONTENT OUTLINE
The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. The Role and Kinds of Money – 5%
   a. Alternative definitions of money
   b. Money and other assets

II. Commercial Banks and Other Financial Intermediaries – 28%
   a. Regulation of the banking industry
   b. Structure of the banking industry
   c. Operation and management of financial markets and intermediaries
   d. Deposit insurance

III. Money and Macroeconomic Activity – 19%
   a. Basic classical and Keynesian economics
   b. Monetarism and rational expectations
   c. Money and inflation

IV. Central Banking and the Federal Reserve System – 18%
   a. Historical and philosophical framework
   b. Structure and organization
   c. Current monetary management

V. Monetary Policy in the United States – 20%
   a. Policy effectiveness
   b. Conducting monetary policy
   c. Interest rates and the impact on money supply
   d. Monetary vs. fiscal policy
   e. The financial crisis of 2008/2009

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Money and Banking
Level: Upper-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu

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VI. The International Monetary System – 10%
   a. International banking
   b. International monetary institutions and debt crisis
   c. International payments and exchange rates
   d. Monetary policy in conjunction with exchange rate

REFERENCES
Below is a list of reference publications that were either used as a reference to create the exam, or were used as textbooks in college courses of the same or similar title at the time the test was developed. You may reference either the current edition of these titles or textbooks currently used at a local college or university for the same class title. It is recommended that you reference more than one textbook on the topics outlined in this fact sheet.

You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:


SAMPLE QUESTIONS
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. A deficit in a country’s balance of payments tends to produce?
   a. a fall in the exchange value of that country’s currency
   b. a gold flow into that country
   c. an increase in the supply of foreign exchange in that country’s market
   d. deflation in that country

2. The major purpose of the Federal Deposit Insurance Corporation (FDIC) is to?
   a. absorb any excess profits made by insured banks
   b. provide subsidies to weaker banks
   c. protect insured banks against loss caused by actual or threatened withdrawals
   d. give prior approval to insured banks for any loans of $1 million or more.

3. Under the National Bank of 1863, the supply of National Bank notes was dependent on which of the following?
   a. decisions of the Board of Governors of the Federal Reserve
   b. the market value of certain types of United States government bonds
   c. restrictions set by the Federal Deposit Insurance Corporation (FDIC)
   d. annual decisions by Congress

4. Which of the following would be included in the Gross Domestic Product (GDP) accounting for the current period?
   a. personal consumption of goods acquired by families in prior periods
   b. government purchases of goods and services produced in the current period
   c. business investment in financial instruments in the current period
   d. personal saving in the current period
5. Which of the following is a component of Gross Private Domestic Investment?
   a. household savings
   b. purchases of certificates of deposits issued by savings and loan associations
   c. purchases of new automobiles by families
   d. purchases of new equipment by businesses

6. One advantage of monetary policy over fiscal policy is that monetary policy
   a. is more flexible
   b. directly influences spending
   c. is automatic in operation
   d. has no discriminatory effects

7. Interest rates on long-term Treasury bonds are likely to be higher than on short-term Treasury bills when
   a. future short-term interest rates are expected to rise
   b. the general level of interest rates is expected to fall
   c. the rate of inflation is expected to fall
   d. a recession is anticipated

8. In the United States, the largest commercial banks hold a larger proportion of their assets as primary reserves than do smaller commercial banks because the largest banks
   a. are subject to higher reserve requirements
   b. are quasi-public institutions seeking only modest profits
   c. have higher capital-to-deposit ratios
   d. have more conservative lending policies

9. When a member country of the International Monetary Fund (IMF) uses the IMF credit facilities, that country ordinarily does which of the following?
   a. makes a long-term loan to the IMF
   b. puts in its own currency and takes out the currency desired
   c. offers gold to the IMF in exchange for dollars
   d. borrows from the Federal Reserve System

Answers to sample questions:
1-A, 2-C, 3-B, 4-B, 5-D, 6-A, 7-A, 8-A, 9-B.
EXAM INFORMATION
This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. The exam tests the knowledge of telecommunications; network security; systems analysis and design; business decision making; knowledge management; data warehousing; and data mining.

The exam contains 100 questions to be answered in 2 hours.

Form Codes: SN551, SP551, SY551, SZ551

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Management Information Systems
Level: Lower-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu

EXAM CONTENT OUTLINE
The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. Computer Hardware – 9%
   a. History and evolution
   b. Terminology
   c. Hardware components
   d. Hardware devices
   e. Classification

II. Computer Software – 6%
   a. History and evolution of computer software and programming
   b. Terminology
   c. Types of software

III. Telecommunications and Networks – 11%
   a. Terminology
   b. Strategic importance to the enterprise
   c. Components of telecommunications and networks
   d. Information systems security
   e. Topology and protocols

IV. Business Information Systems – 9%
   a. Electronic commerce
   b. Types of information systems
   c. Enterprise resource planning, customer relationship management, supply chain management systems and knowledge management systems

V. Systems Analysis and Design – 9%
   a. Characteristics of a system
   b. Systems architecture
   c. Systems development life cycle
VI. Managing Data Resources – 12%
   a. Data models
   b. Database management systems
   c. Data query and update

VII. Business Decision Making – 16%
   a. Knowledge management
   b. Data warehousing
   c. Data mining
   d. Project management

VIII. MIS and the Organization – 12%
   a. Organization of MIS
   b. Relationships of MIS to the enterprise
   c. Value of the MIS function

IX. MIS Issues – 16%
   a. Security
   b. Ethics/Legal/Social
   c. Privacy
   d. Global issues

REFERENCES
Below is a list of reference publications that were either used as a reference to create the exam, or were used as textbooks in college courses of the same or similar title at the time the test was developed. You may reference either the current edition of these titles or textbooks currently used at a local college or university for the same class title. It is recommended that you reference more than one textbook on the topics outlined in this fact sheet.

You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:

SAMPLE QUESTIONS
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. A computer-based information system consists of which of the following elements?
   a. computers, keyboards, display monitors, hard disks, and printers
   b. people, procedures, data, programs, and computers
   c. input, processing, storage, and output
   d. planning, programming, organizing, and evaluating

2. Which of the following characteristics of a system reflects the fact that all systems are comprised of subsystems?
   a. synergy
   b. differentiation

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3. The process by which workers develop their own applications, with or without the help of professional MIS staff, is called?
   a. decentralized computing
   b. distributed computing
   c. end-user computing
   d. client/server computing

4. A database management system must include which of the following components?
   I. a data definition language
   II. a data manipulation language
   III. a data dictionary
   IV. a data redundancy protocol
   a. I only
   b. I and II only
   c. I, II, and III only
   d. I, II, III, and IV

5. Which of the following is NOT a benefit of electronic data interchange (EDI)?
   a. it reduces errors
   b. it reduces the volume of invoices or orders
   c. it reduces transaction processing costs
   d. it saves time

6. Which of the following terms is used to describe the transmission of data one character at a time?
   a. synchronous
   b. asynchronous
   c. half-duplex
   d. full-duplex

7. Multiplexors and concentrators are used in telecommunication systems to do which of the following?
   a. perform high-speed arithmetic operations
   b. increase utilization of the communication lines
   c. store and retrieve data
   d. display data on the monitor

8. Which of the following systems development approaches involves a highly iterative process of building, using, evaluating, and refining?
   a. system development life cycle (SDLC)
   b. top-down analysis (TDA)
   c. prototyping
   d. critical-path analysis

9. In MIS the concept of “outsourcing” can be best defined as which of the following?
   I. an option that some organizations use to control data processing costs
   II. a process of releasing an organization’s computer operations to an external vendor
   III. a data support and retrieval system that organizations can access electronically
   a. I only
   b. I and II only
   c. II and III only
   d. I, II, and III
Answers to sample questions:
1-B; 2-D; 3-C; 4-C; 5-B; 6-B; 7-B; 8-C; 9-B.
EXAM INFORMATION
This exam covers topics such as real number systems; sets and logic; metric system, conversions and geometry; algebra, graphs and functions (as applied to real life applications); linear systems and inequalities; exponents and logarithms including financial literacy and counting, probability theory and statistics

The exam contains 80 questions to be answered in 2 hours. The use of a non-programmable calculator is permitted in this exam.

Form Codes: SQ300, SR300, SY300, SZ300

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Math for Liberal Arts
Level: Lower-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu

EXAM CONTENT OUTLINE
The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. Real Number Systems – 11%
   a. Real numbers: Natural Numbers, Integers, Rational Numbers, Irrational Numbers, The real number line. (Percentages; Fractions and reducing fractions; conversion between decimal numbers and fractions; operations with fractions (including distributive property))
   b. Operations with real numbers and their properties (including the distributive properties)
   c. Prime and composite numbers; divisibility rules; prime factors of composite numbers
   d. Systems of Numeration: Place value or positional value numeration, Base 10 expanded forms; base 2 numbers; conversion between base 10 and base 2; (Including Roman Numerals)
   e. Rules of exponents including rational exponents
   f. Scientific notation

II. Sets and Logic – 16%
   a. The Nature of Sets
   b. Subsets and Set Operations, (set-builder notation; roster form, using sets to solve problems)
   c. Using Venn Diagrams to Study Set Operations
   d. Infinite Sets
   e. Simple and compound statements; qualifiers “and” and “or” and their symbols; conjunction and disjunction; conditional and biconditional statements including Qualifiers
   f. Truth value of a compound statement including Truth Tables
   g. Types of Statements (Negations of Conditional Statements and De Morgan’s Laws)
   h. Logical Arguments including Euler Circles

III. Metric System, Conversions and Geometry – 12%
   a. Introduction to metrics and U.S. customary unit systems
   b. Conversions between metric and U.S. customary unit systems, including Dimensional Analysis
   c. Properties of lines and angles
   d. Perimeter and area of 2D geometric objects
   e. Area, Surface area and volume of 3D solid objects

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**IV. Algebra, graphs and functions (as applied to real life applications) – 11%**
   a. Order of operations
   b. Simplifying expressions; equations with one variable; proportion problems
   c. Evaluation of formulas
   d. Graphs of linear equations in the rectangular coordinate system
   e. Functions including polynomials (not to include rational, exponential and logarithmic Functions)

**V. Linear Systems and Inequalities – 8%**
   a. Solving Linear Equations including applications and systems
   b. The Rectangular Coordinate System and Linear Equations in Two Variables
   c. Graphing and solving Linear inequalities
   d. Graphing and solving systems of inequalities

**VI. Exponents and Logarithms including Financial Literacy – 22%**
   a. Properties of Logarithms
   b. Logarithmic and Exponential Functions
   c. Simple Interest
   d. Compound Interest
   e. Installment Buying
   f. Student Loans and Home Buying
   g. Investing in Stocks and Bonds

**VII. Counting, Probability Theory and Statistics – 20%**
   a. Fundamentals of Probability including the Counting Principle
   b. Permutations and Combinations
   c. Events Involving Not and Or
   d. Odds and Conditional Probability
   e. Mean, Median and Mode
   f. Range, Variance and Standard Deviation
   g. Graphical representation (including Bar graph, pie chart, histogram, line graph, scatterplots etc.)

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**REFERENCES**
Below is a list of reference publications that were either used as a reference to create the exam, or were used as textbooks in college courses of the same or similar title at the time the test was developed. You may reference either the current edition of these titles or textbooks currently used at a local college or university for the same class title. It is recommended that you reference more than one textbook on the topics outlined in this fact sheet.

You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:

2. Blitzer, Robert F; Thinking Mathematically; 6th Edition; Pearson; 2014

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**SAMPLE QUESTIONS**
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. Heidi and Oliver are planning to buy a bedroom furniture set that costs $4,100 plus 6% taxes. They would like to apply for a 0% APR store credit card on purchases for 10 months. How much money do they need to pay in equal installments monthly for the next 10 months such that they will be able to pay off the bedroom furniture set before the 0% APR offer expires?

(A) $43.46 per month.
(B) $385.40 per month.
(C) $410.00 per month.
(D) $434.60 per month.

2. An electronics store sold 1,500 computers and smartphones in a month. Out of the total number of consumers who purchased these items, 2% bought a computer and a smartphone, while the others bought only a computer or a smartphone. If 1,206 consumers bought smartphones, how many people bought computers?

(A) 324 consumers.
(B) 2.16% of all consumers.
(C) 19.6% of all consumers.
(D) 294 consumers.

3. If the figure below is constructed out of two semicircles and a square, what is the area of the whole figure? (Round to the nearest tenth of a meter squared)

![Diagram of a figure constructed out of two semicircles and a square]

(A) 37.3 m²
(B) 50.1 m²
(C) 64.3 m²
(D) 149.1 m²

4. Write a variable expression for the area of a square whose side length is (x + 8) units.

(A) x² - 16x + 64 square units
(B) x² + 16x + 64 square units
(C) x² + 16x - 64 square units
(D) x² + 64x + 16 square units

5. The population growth of an animal species is described F(t) = 320 log(4t + 4), where t is the number of months since the species was introduced. Find the population of this species 8 months after the species is introduced to an area. Round to the nearest whole number.

(A) -1
(B) 320
(C) 498
(D) 1147

6. Find the mode for the following data: 12, 12, 12, 14, 16, 18, 20, 22, 25, 25, 29, 33, 37, 37, 39.
7. The function \( f(x) = 2.4 + 8 \ln x \), given in centimeters, models the height of a certain animal species where \( x \) is the number of days the animal has been alive. Determine the height of the animal after it has been alive for 16 days.

(A) 5.47 cm  
(B) 12.03 cm  
(C) 15.89 cm  
(D) 24.58 cm

8. Determine the logical conclusion for the arguments below:

Some college students join school sponsored clubs.  
No school sponsored clubs endorse bullying.

(A) Some school sponsored clubs have college student members.  
(B) All school sponsored clubs prevent bullying.  
(C) Some college students do not endorse bullying.  
(D) Bullies are able to join school sponsored clubs.

Answers to sample questions:  
1-D, 2-A, 3-C, 4-C, 5-A, 6-A, 7-D, 8-C
EXAM INFORMATION
This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. This exam covers topics such as dimensions and approaches to religion; primal religions; Hinduism; Buddhism; Confucianism; Daoism; Judaism; Christianity; Islam; Shintoism; Hellenic and Roman traditions; and Scientology.
The exam contains 100 questions to be answered in 2 hours.

Form Codes: SP496, SN496, SY496, SZ496

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Introduction to World Religions
Level: Lower-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu

EXAM CONTENT OUTLINE

The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. Definition and Origins of Religion – 5%
   a. Basic dimensions of religion (e.g. ethics, ritual, doctrine)
   b. Approaches to religion (e.g. natural and revealed theology, descriptive, historical)

II. Indigenous Religions – 5%
   a. Native North American traditions (e.g. Aztec, Inuit, Lakota; Hopi, Cherokee)
   b. Native South American traditions (e.g. Incan, Mapuche)
   c. Native West African traditions (e.g. Yoruba, Dogon, BaVenda)
   d. Native Middle Eastern traditions (e.g. Mesopotamian, Canaanite)

III. Hinduism – 11%
   a. Historical development (e.g. Vedic, Classical, Medieval and Modern periods)
   b. Major traditions (e.g. Theistic paths)
   c. Doctrine and practice (e.g. major philosophical systems, spiritual disciplines [yoga], moksha, festivals)

IV. Buddhism – 11%
   a. Historical development (e.g. life of Buddha)
   b. Major traditions (Theravada, Mahayana and Vajrayana)
   c. Doctrine and practice (e.g. Four Noble Truths, Noble Eight-Fold Path, Three Jewels, rituals, symbols, festivals)

V. Confucianism – 6%
   a. Historical development (e.g. ancient Chinese tradition, life of Confucius, classical Confucianism)
   b. Doctrine and practice (e.g. ritual, filial piety, loyalty, humaneness, genteel behavior, festivals)

VI. Daoism – 4%
   a. Historical development (e.g. ancient Chinese tradition, Lao Tzu)
   b. Doctrine and practice (e.g. Dao, wu wei, rituals)

VII. Shintoism – 4%
   a. Historical development (e.g. influence on Buddhism, influence within Japanese culture, WWII)
   b. Doctrine and practice (e.g. three forms of Shinto, Kami, festivals)

VIII. Judaism – 11%
a. Historical development (e.g. ancient Israelites, First Temple period, Second Temple period, modern Judaism, The Holocaust, Kabbalah)
b. Denominations (e.g. Orthodox, Conservative [Masorti], Reform [Liberal/Progressive]; Reconstructionist)
c. Doctrine and practice (e.g. Torah, Talmud, covenant, rituals, symbols, festivals)

IX. Christianity – 18%
a. Historical development (e.g. life of Jesus, early church, medieval church, The Reformation, modern church)
b. Major traditions (e.g. Roman Catholic, Orthodox, Protestant)
c. Doctrine and practice (e.g. Old and New Testaments, crucifixion and resurrection, Trinity, Creeds, rituals, symbols, liturgical calendar)

X. Islam – 16%
a. Historical development (e.g., life of Muhammad, rise of Empire, Golden Age, Ottomans/Mughals, modern Islam)
b. Major traditions (e.g. Sunni, Shi’a, and Sufi)
c. Doctrine and practice (e.g. Allāh, Qur’an, Five Pillars of Islam, resurrection and judgment; predestination, Sharia/Fiqh; jihad, festivals)

XI. Religious Movements and Syncretism – 9%
a. Before 1000 C.E. (e.g. Zoroastrianism, Jainism, Mystery Cults)
b. After 1000 C.E. (e.g. Baha’i, Sikhism)
c. Contemporary Religious Movements (e.g. Mormonism, Jehovah’s Witnesses, Scientology, Nature Spirituality, etc.)

REFERENCES
Below is a list of reference publications that were either used as a reference to create the exam, or were used as textbooks in college courses of the same or similar title at the time the test was developed. You may reference either the current edition of these titles or textbooks currently used at a local college or university for the same class title. It is recommended that you reference more than one textbook on the topics outlined in this fact sheet.

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Sources for study material are suggested but not limited to the following:

SAMPLE QUESTIONS
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. In Hinduism, the term “karma” implies
   a. duty
   b. predestination
   c. action and reaction
   d. good action

2. Vedic religion originated with
   a. people who were indigenous to India
b. Aryans who came to India ca. 1500 B.C.E. from Central Asia  
c. Persians who came to India ca. 700 B.C.E.  
d. Greeks who came to India ca. 300 B.C.E. with Alexander the Great

3. Theravada Buddhism upholds liberation through  
   a. devotion to Brahman  
   b. one’s own moral efforts and spiritual discipline  
   c. divine intercession  
   d. worship of Buddha

4. Which of the following is NOT one of the Pillars of Islam?  
   a. Muslims are expected to go on a pilgrimage to Mecca at least once in their lives, if financially and physically capable.  
   b. Muslims have to seek the intercession of Muhammad to achieve paradise.  
   c. Muslims are expected to fulfill their charitable duties.  
   d. Muslims have to engage in prayer every day.

5. In the Four Noble Truths, the Buddha proclaims that the cause of suffering is  
   a. lack of proper teachers  
   b. aggression and violence  
   c. craving  
   d. original sin

6. In the Tao Te Ching, Lao Tzu indicates that the best way of living is a life of  
   a. passivity  
   b. assertiveness  
   c. natural simplicity  
   d. social commitment

7. The New Testament Gospels are primarily  
   a. complete biographies of Jesus of Nazareth  
   b. summaries of Christian ethics  
   c. proclamations of Jesus as Risen Lord and Messiah  
   d. eyewitness accounts of four apostles

8. The Covenant of Judaism refers to  
   a. ancient agreements between Israel and neighboring peoples  
   b. a pact initiated by Yahweh with a particular people  
   c. a contract among Jewish religious leaders  
   d. an agreement negotiated to be the Hebrew people and the Egyptians

9. A religious observance commemorating the Exodus is  
   a. Mishnah  
   b. Passover  
   c. Yom Kippur  
   d. Rosh Hashonah

10. Which of the following Chinese figures transmitted Confucian teachings?  
    I. Meng-tzu (Mengzi)  
    II. Hsun-tzu (Xunzi)  
    III. Mo-tzu (Mozi)  
    IV. Chu Hsi (Zhu Xi)  
    a. I and II only  
    b. III and IV only  
    c. I, II and III only  
    d. I, II and IV only

Answers to sample questions:  
1-C, 2-C, 3-B, 4-B, 5-C, 6-C, 7-C, 8-B, 9-B, 10-D
EXAM INFORMATION
This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. This examination includes an overview of the U.S. criminal justice system; police systems in the U.S.; police organization, management issues; and U.S. law and precedents.

The exam contains 100 questions to be answered in 2 hours.

Form Codes: SP497, SN497, SY497, SZ497

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Introduction to Law Enforcement
Level: Upper-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu

EXAM CONTENT OUTLINE
The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. History of Law Enforcement – 8%
   a. Pre-colonial heritage and colonial heritage
   b. 1800s and 1900s
   c. Contemporary (2000)
   d. Contributions of theorists and practitioners

II. Overview of United States Criminal Justice System and Process – 22%
   a. Role of police
   b. Role of prosecutors
   c. Role of defense
   d. Role of court
   e. Role of corrections
   f. Measurement of crime

III. Law Enforcement Systems in the United States – 15%
   a. Federal
   b. State
   c. Local
   d. Special district police agencies

IV. Law Enforcement Organization, Management, and Issues – 40%
   a. a. Operations
      i. Infrastructure and hierarchy
      ii. Line
      iii. Staff
   b. Community relations and policing
   c. Police issues
      i. Image, professionalism and subculture

Rev 3/2017
ii. Police ethics and discretion
iii. Future policing and technology
iv. Law enforcement/Public focus and priorities
d. Women and other minorities in policing

V. Criminal and Constitutional Law and Precedents – 15%
a. The Constitution and Bill of Rights
b. Supreme Court case law
c. Federal and local laws and ordinances

REFERENCES
Below is a list of reference publications that were either used as a reference to create the exam, or were used as textbooks in college courses of the same or similar title at the time the test was developed. You may reference either the current edition of these titles or textbooks currently used at a local college or university for the same class title. It is recommended that you reference more than one textbook on the topics outlined in this fact sheet.

You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:


SAMPLE QUESTIONS
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. Law enforcement, as it is practiced in the United States, has its origins primarily in
   a. France
   b. Spain
   c. Germany
   d. England
2. The majority of law enforcement agencies in the United States are concentrated at what level of government?
   a. Federal
   b. State
   c. County
   d. Local
3. The rights of free speech and assembly can be found in which of the following amendments?
   a. First
   b. Fourth
   c. Fifth
   d. Sixth
4. Statistics for the Uniform Crime Reports (UCR) are collected, tabulated, and distributed nationally by
   a. The Bureau of Standards
   b. The International Association of Chiefs of Police
c. Interpol

d. The FBI

5. Which of the following is the "victimless" crime for which persons are most often arrested?
   a. Embezzlement
   b. Intoxication
   c. Adultery
   d. Sale of pornographic materials

6. Which of the following is best defined as the implementation of scientific principles in the evaluation of evidential items that are in one way or another involved in criminal and other police investigations?
   a. Criminology
   b. Criminalistics
   c. Penology
   d. Modus operandi

7. One of the first duties of a patrol officer arriving at a major crime scene is to
   a. Take statements from witnesses
   b. Notify the victim's next of kin
   c. Draw a detailed diagram of the crime scene
   d. Preserve the crime scene

Answers to sample questions:
1-D; 2-D; 3-A; 4-D; 5-B; 6- B; 7-D
EXAM INFORMATION
This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. This exam covers topics including economic issues; international business; government and business; business ownership; entrepreneurship and franchise; management process; human resource management; financial management; risk management and insurance; and management and information systems.

The exam contains 100 questions to be answered in 2 hours.

Form Codes: SP543, SN543, SY543, SZ543

EXAM CONTENT OUTLINE
The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. Foundations of Business – 20%
   a. Forms of Business Ownership
   b. Government and Business
   c. Economics of Business

II. Functions of Business – 60%
   a. Management
   b. Marketing
   c. Finance
   d. Accounting
   e. Production and Operations
   f. Management Information Systems
   g. Human Resources
   h. Entrepreneurship

III. Contemporary Issues – 20%
   a. Role of technology and e-commerce
   b. Business ethics and social responsibility
   c. Global business environment

REFERENCES
Below is a list of reference publications that were either used as a reference to create the exam, or were used as textbooks in college courses of the same or similar title at the time the test was developed. You may reference either the current edition of these titles or textbooks currently used at a local college or university for

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Introduction to Business
Level: Lower-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu
the same class title. It is recommended that you reference more than one textbook on the topics outlined in this fact sheet.

You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:


SAMPLE QUESTIONS
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. Assets are defined as?
   a. everything a company owns
   b. everything a company owes
   c. a company’s profits
   d. the total of a company’s equity capital

2. All of the following are necessary features of capitalism EXCEPT?
   a. profit
   b. corporations
   c. private ownership
   d. competition

3. Business people who support involvement in social problems for humanitarian reasons usually believe that business?
   a. is responsible for most of society’s problems
   b. fulfills its social obligation by supplying jobs to millions of people
   c. must follow the example of Andrew Carnegie
   d. must put something back into the society from which it profits

4. All of the following are functions of management EXCEPT?
   a. controlling
   b. selling
   c. planning
   d. organizing

5. Which of the following is a true statement about a job specification?
   a. It describes the qualifications required of a worker.
   b. It details the job’s objectives.
   c. It sets forth the relationship of the job to other jobs being performed within the firm.
   d. It describes the working environment of the job.

6. All employees are required to join the union and pay dues in which of the following types of shop?
   a. An open shop
   b. A union shop
c. An agency shop
d. A closed shop

7. Since both drive up the cost of imported goods, there is little difference between import quotas and?
a. embargoes
b. sanctions
c. tariffs
d. dumping

8. Which of the following are considered part of the marketing mix?
   I. Price
   II. Promotion
   III. Labor
   IV. Product

   a. I and II only
   b. III and IV only
   c. I, II and IV only
   d. I, II, III and IV

9. In order to cover risk, an insurance company must have a sufficient number of policyholders to do which of the following?
   a. examine the risk
   b. estimate probable loss
   c. construct actuarial tables
   d. average out the risk

10. Demand deposits are also known as?
    a. credit cards
    b. charge accounts
    c. savings accounts
    d. checking accounts

11. The interest rate that banks charge their best corporate customers is the?
    a. prime rate
    b. discount rate
    c. credit rate
    d. commercial rate

Answers to sample questions:
1-A, 2-B, 3-D, 4-B, 50A, 6-B, 7-C, 8-C, 9-D, 10-D, 11-A
EXAM INFORMATION
This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. This examination includes content related to the Earth and basic facts (maps, physiography, atmosphere, soils and vegetation, water); culture and environment; settlement patterns; political and regional geography.

The exam contains 100 questions to be answered in 2 hours.

Form Codes: SN470, SP470, SY562, SZ562

EXAM CONTENT OUTLINE
The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. The Earth, Basic Facts and Concepts – 20%
   a. Seasons, time
   b. Maps and cartography
   c. Coordinate systems
   d. Physiography
   e. Atmosphere
   f. Soils and vegetation
   g. Water

II. Culture and Environment – 35%
    a. Cultural systems and processes
    b. Population
    c. Natural resources

III. Spatial Processes – 30%
    a. Social processes
    b. Modern economic systems
    c. Settlement patterns
    d. Political geography
    e. Social problems

IV. Regional Geography – 15%
    a. Defining a region
    b. Geopolitical regions
    c. Globalization

REFERENCES

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Human/Cultural Geography
Level: Lower-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu

Rev 3/2017
Below is a list of reference publications that were either used as a reference to create the exam, or were used as textbooks in college courses of the same or similar title at the time the test was developed. You may reference either the current edition of these titles or textbooks currently used at a local college or university for the same class title. It is recommended that you reference more than one textbook on the topics outlined in this fact sheet.

You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:

5. Fouberg, E.H., Murphy, A.B., & de Blij, H.J. Human Geography: People, Place and Culture. 10th Ed.

SAMPLE QUESTIONS
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. Which stage in the demographic transition is characterized by high, steady birth rates combined with decreasing death rates?
   a. Rapid growth
   b. Slow growth
   c. No growth
   d. Decline
2. A landscape that is pitted with depressions, has a stream passing underground into a cavern, and has several large underground caves is an example of which of the following?
   a. Kettle and kame
   b. Horst and graben
   c. Karst
   d. Outwash plain
3. Which of the following is equivalent to a scale of one inch equals one mile?
   a. 1: 13,360
   b. 1: 23,360
   c. 1: 63,360
   d. 1: 93,360
4. Which of the following is NOT an example of a centrifugal force in political geography?
   a. Basques in Spain
   b. Palestinians in Lebanon
   c. Quebecois in Canada
   d. African Americans in the United States
5. A well-known advocate of "hearts of domestication" for plants and animals is
   a. Richard Hartshorne
   b. Carl O. Sauer
   c. Brian J.L. Berry
6. Three types of world economic systems are
   a. socialism, communism, and democracy
   b. plantation, commercial, and planned
   c. subsistence, commercial, and planned
   d. shifting cultivation, swidden, and subsistence
7. According to the core-periphery model, a megalopolis is a
   a. core region
   b. upward-transition region
   c. resource-frontier region
   d. downward-transition region
8. All of the following are considered examples of west-coast desert EXCEPT the
   a. Namib Desert
   b. Gobi Desert
   c. Atacama Desert
   d. Great Sandy Desert
9. Which of the following is true of the population density in North American cities?
   a. It is greatest at the center and gradually decreases toward the suburbs.
   b. It gradually increases from the center to the suburbs.
   c. It is low at the center, highest outside the center, with decreases toward the suburbs.
   d. It is relatively uniform throughout the city.
10. Which of the following nation states is NOT a member of OPEC?
    a. Nigeria
    b. Saudi Arabia
    c. Libya
    d. Mexico

Answers to sample questions:
   1-A; 2-C; 3-C; 4-D; 5-B; 6-C; 7-A; 8-B; 9-C; 10-D
EXAM CONTENT OUTLINE

The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. Russia Under the Old Regime – 10%
   a. Governing institutions
   b. Economics
   c. Culture and society
   d. Foreign Affairs
   e. Revolutionary movements

II. The Revolutionary Period 1914-1921 – 12%
   a. The first world war
   b. February/March revolution
   c. Interim
   d. Bolshevik revolution
   e. Civil war
   f. New Economic Policy (NEP)

III. Pre-War Stalinism – 13%
   a. Collectivization
   b. Industrialization
   c. Reign of terror
   d. Culture
   e. Nationalities

IV. The Second World War – 14%
   a. Pre-war foreign relations
   b. The course of the war
   c. The impact of the war
   d. Settlements of WWII and the origins of the Cold War

V. Postwar Stalinism – 11%
a. Reconstruction
b. Nationalism
c. Arms Race
d. Cold War in Europe
e. Cold War in Asia

VI. The Khrushchev Years – 10%
   a. Succession struggle
   b. De-Stalinization
   c. Soviet Relations with U.S under Khrushchev
   d. Rift with China
   e. Proxy Wars

VII. The Brezhnev – 10%
   a. Growth and stagnation
   b. Ideological dissent
   c. Detente
   d. Proxy wars in the Third World
   e. War in Afghanistan

VIII. Reform and Collapse – 20%
   a. Global Challengers (Thatcher, Reagan, Pope John Paul II)
   b. External factors (Afghanistan, Islam)
   c. Perestroika and glasnost
   d. Reemergence of the nationalities issue
   e. Revolutions in eastern Europe
   f. End of the Union of Soviet Socialist Republics
   g. Gorbachev’s legacy

REFERENCES
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reference either the current edition of these titles or textbooks currently used at a local college or university for
the same class title. It is recommended that you reference more than one textbook on the topics outlined in this
fact sheet.

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that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:


SAMPLE QUESTIONS
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The
following are samples of the types of questions that may appear on the exam.

1. The name of the lower house of the Russian parliament from 1906-1917 was?
   a. Council of State
2. In his “April Theses” V.I. Lenin called for?
   a. support of the Russian war effort
   b. the overthrow of the provisional government
   c. cooperation with the Mensheviks
   d. peace with Germany

3. The Kornilov Affair hastened the October/November Revolution by?
   a. strengthening the power of the army
   b. discrediting the constituent assembly
   c. increasing the popularity of Prime Minister Kerensky
   d. enhancing the prestige of the Bolsheviks

4. The purpose of Gosplan was to?
   a. coordinate secret surveillance of dissidents
   b. provide direction for economic development
   c. coordinate policies of the Orgburo and the Politburo
   d. train spies to infiltrate NATO

5. During the 1920’s Soviet foreign policy enjoyed its greatest success in relations with?
   a. China
   b. Germany
   c. Great Britain
   d. The United States

6. Stalin’s Industrial Five Year Plan of 1928 did which of the following?
   a. discouraged foreign investment.
   b. continued the policy of Lenin’s NEP.
   c. built factories that produced heavy equipment.
   d. made the Soviet Union competitive with the west

7. The Katyn Forest Massacre created hostility toward the Soviet government among?
   a. Jews
   b. Finns
   c. Ukrainians
   d. Poles

8. In which of the following countries did communism come to power after the Second World War without Soviet assistance?
   a. Yugoslavia
   b. Poland
   c. Hungary
   d. Czechoslovakia

9. In June 1957, Khrushchev deftly outflanked Malenkov, Molotov, Kaganovich, and Shepilov in the Central Committee of the CPSU; stigmatizing them as [the]?
   a. Gang of Four
   b. Anti-Party Group
   c. Anti-Leninist Faction
   d. Neo-Stalinists

10. Which of the following was NOT a major economic trend of the Era of Stagnation?
   a. growth in the quantity of production
b. success in “showcase industries” such as aerospace
c. widespread shortages of consumer goods
d. penetration of world markets by cheap Soviet exports

11. The nationality of the Soviet foreign minister during most of the Gorbachev era was?
   a. Russian
   b. Ukrainian
   c. Georgian
   d. Armenian

12. The catalyst for the aborted coup of August 1991 was Gorbachev’s attempt to?
   a. dissolve collective farms
   b. remove from the constitution the article on the communist party’s “leading role”
   c. reconstruct the federal union
   d. dissolve the congress of people’s deputies

Answers to sample questions:
1-C, 2-B, 3-D, 4-B, 5-B, 6-C, 7-D, 8-A, 9-B, 10-D, 11-C, 12-C
EXAM INFORMATION
This Health and Human Development exam (formerly known as Here’s to Your Health) was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. This exam covers human development and relationships; fitness and nutrition, disease and prevention; consumer awareness; psychological disorders and addictive behaviors; intentional injuries; and violence. The exam contains 100 questions to be answered in 2 hours.

Form Codes: SN508, SP508, SZ508, SY508

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Health and Human Development
Level: Lower-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu

EXAM CONTENT OUTLINE
The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. Health, Wellness, and Mind/Body Connection – 20%
   a. Dimensions of wellness, health and lifestyles
   b. Healthy People 2020
   c. Prevention
   d. Mental health and mental illness
II. Human Development and Relationships – 15%
   a. Reproduction
   b. Sexuality
   c. Intimate relationships
   d. Healthy aging
   e. Death and bereavement

III. Addiction – 15%
   a. Addictive behavior
   b. Alcohol
   c. Tobacco
   d. Other drugs
   e. Other addictions

IV. Fitness and Nutrition – 20%
   a. Components of physical fitness
   b. Nutrition and its effect

V. Risk Factors, Disease and Disease Prevention – 20%
   a. Infectious diseases
   b. The cardiovascular system
   c. Types of cancer
   d. Immune disorders
   e. Diabetes, arthritis and genetic-related disorders
f. Stress management and coping mechanisms  
g. Common neurological disorders  

VI. Safety, Consumer Awareness and Environmental Concerns – 10%  
a. Safety  
b. Intentional injuries and violence  
c. Consumer awareness  
d. Environmental concerns  

REFERENCES  
Below is a list of reference publications that were either used as a reference to create the exam, or were used as textbooks in college courses of the same or similar title at the time the test was developed. You may refer either the current edition of these titles or textbooks currently used at a local college or university for the same class title. It is recommended that you reference more than one textbook on the topics outlined in this fact sheet.  

You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.  

Sources for study material are suggested but not limited to the following:  


SAMPLE QUESTIONS  
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.  

1. The primary stage of Dr. Hans Seyle’s general adaption syndrome during which the body prepares to fight or flee is known as  
   a. resistance  
   b. alarm  
   c. exhaustion  
   d. compulsion  

2. The heart and the network of blood vessels leading to and from it comprise the  
   a. cardiovascular system  
   b. respiratory system  
   c. endocrine system  
   d. reproductive system  

3. Which of the following abnormalities in a developing fetus can be detected by the use of amniocentesis?  
   a. Cleft palate  
   b. Tay-Sachs disease  
   c. Phocomelia  
   d. Diabetes  

4. The primary pollutant that forms acid rain after entering the atmosphere is  
   a. fluorocarbon  
   b. ozone
5. Which of the following is a barrier form of birth control?
   a. oral contraceptive
   b. intrauterine device
   c. diaphragm
   d. rhythm method

6. A cancer of the connective tissues is known as a?
   a. carcinoma
   b. Leukemia
   c. sarcoma
   d. melanoma

7. The intoxicating ingredient in beer, wine and distilled liquor is called?
   a. methanol
   b. isopropanol
   c. butanol
   d. ethanol

8. Drugs made from opium or its synthetic equivalent are classified as
   a. narcotic analgesics
   b. hallucinogens
   c. sedative-hypnotics
   d. major tranquilizers

9. The lowest level of Abraham Maslow's "hierarchy of needs is
   a. self-actualization
   b. esteem
   c. physiological needs
   d. love

Answers to sample questions:
1-B, 2-A, 3-B, 4-C, 5-C, 6-C, 7-D, 8-A, 9-C
EXAM INFORMATION
This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. This exam deals with theoretical perspectives; physical anthropology; archaeology; social organization; economic organization; political organization; religion; and modernization and application of anthropology.

The exam contains 100 questions to be answered in 2 hours.

Form Codes: SN494, SP494, SY494, SZ494

EXAM CONTENT OUTLINE
The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. Anthropology: Methodologies and Disciplines – 8%
   a. Physical anthropology
   b. Cultural Anthropology
   c. Linguistics
   d. Archaeology
   e. Applied anthropology

II. History and Theory – 11%
   a. Ethnographies and perspectives
   b. Sex and Gender
   c. Race and ethnicity
   d. Cultural ecology and evolution

III. Physical Anthropology – 13%
   a. Genetic principles
   b. Evolutionary principles
   c. Primatology
   d. Paleontology
      1. Relative and absolute dating
      2. Fossil hominids

IV. Archaeology – 10%
   a. Methodology
   b. Paleolithic and Mesolithic
   c. Neolithic
   d. Development of civilization and urban societies

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: General Anthropology
Level: Lower-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu
V. Cultural Systems and Processes – 14%
   a. Components of culture
   b. Symbolic Systems
   c. Language and communication
   d. Cultural diffusion and power
   e. Cultural universals, sub-cultures and counter cultures
   f. World system and colonialism
   g. Arts

VI. Social Organization – 10%
   a. Marriage and family patterns
   b. Kinship and descent groups
   c. Social and economic stratification

VII. Economic and Political Organization – 11%
   a. Bands, tribes, chiefdoms, and states
   b. Subsistence and settlement patterns
   c. Trade, reciprocity, redistribution, and market exchange
   d. Modern political systems
   e. Globalization and the Environment

VIII. Religion – 11%
   a. Belief Systems
   b. Formal institutions
   c. Informal organizations
   d. Religious practices and practitioners
   e. Rituals

IX. Modernization and Application 12%
   a. Applied anthropology
   b. Cultural preservation
   c. Directed and spontaneous cultural change
   d. Future Directions
      1. Environment
      2. Cultural resource management
      3. Indigenous survival and global culture

REFERENCES
Below is a list of reference publications that were either used as a reference to create the exam, or were used as textbooks in college courses of the same or similar title at the time the test was developed. You may reference either the current edition of these titles or textbooks currently used at a local college or university for the same class title. It is recommended that you reference more than one textbook on the topics outlined in this fact sheet.

You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:


**SAMPLE QUESTIONS**

All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. Which of the following statements best describes the concept of culture?
   a. Culture consists of genetically transmitted patterns of thinking and acting.
   b. Culture represents economic and political achievements.
   c. Culture is primarily determined by artifacts and art.
   d. Culture consists of learned and shared patterns of thinking and acting.

2. A major contribution by Darwin is the
   a. Principle of uniformism
   b. Theory of diffusionism
   c. Theory of organic solidarity
   d. Theory of natural selection

3. All of the following have traditionally been advanced as possible reasons for the incest taboo EXCEPT the
   a. Necessity to create alliances with other groups
   b. Instinctual sexual aversion to relatives
   c. Deleterious effects of continued inbreeding
   d. Example set by nonhuman primates

4. The Mesolithic era is often described as a period of transition because it
   a. Allowed for the development of great hunting cultures
   b. Is characterized as a period of major growth in the early cities
   c. Witnessed a sharp decline in the development of tools
   d. Represented a period of diversification of subsistence strategies

5. Which of the following statements about ideal cultural patterns (norms) is true?
   a. There is often great discrepancy between what people say they do and what they actually do.
   b. A norm ceases to exist if the normative rule is not carried out in social behavior.
   c. Norms are seldom outmoded or maladaptive.
   d. Ideal cultural patterns are found only among peoples who practice agriculture.
6. The diagram above shows
   a. An extended family
   b. A patrilineage
   c. A nuclear family
   d. A matrifocal family

7. Which of the following is true of traits of humans and not true of other animals?
   a. Prolonged care of young
   b. Sedentary residence patterns
   c. Complex symbol systems
   d. Socialization of young

8. Jane Goodall observed chimpanzees in the wild and was surprised to find that they
   a. Lived in large groups
   b. Made and used tools
   c. Lived in nuclear families
   d. Used sign language

9. The careful description of a culture is called
   a. Epistemology
   b. Phenomenology
   c. Ethnography
   d. Ethnomethodology

10. The special norm that a person must marry someone who is within his or her group is called
    a. Endogamy
    b. Group marriage
    c. Exogamy
    d. Polyandry

Answers to sample questions:
1-D; 2-D; 3-D; 4-D; 5-A; 6-C; 7-C; 8-B; 9-C; 10-A
FOUNDATIONS OF EDUCATION

EXAM INFORMATION
This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. This examination includes topics related to contemporary issues in education; past and current influences on education (philosophies, democratic ideals, social/economic influences); and the interrelationships between contemporary issues and influences.

The exam contains 100 questions to be answered in 2 hours.

Form Codes: SN489, SP489, SY489, SZ489

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Foundations of Education
Level: Lower-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu

EXAM CONTENT OUTLINE
The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. Contemporary Issues in Education – 40%
   a. Equity for
      i. Cultures (race and ethnicity)
      ii. Sexes (gender and gender identification)
      iii. Individuals with special needs (exceptionalities, gifted and talented)
      iv. Diverse economic groups
      v. Bilingual/Language Learners
   b. Governance
      i. Level of control (Regulations)
      ii. Funding/financing
      iii. School leadership (i.e., site-based, shared leadership)
      iv. Scheduling
      v. Testing & Standards
   c. Curriculum
      i. Control (national, state, and local)
      ii. Content (types of)
      iii. Morality/Values/Characters
   d. Professional Issues
      i. Legal liabilities/responsibilities
      ii. Professional conduct/Dispositions
      iii. Organizations
      iv. Role definitions and descriptions
      v. Ethics

II. Past and Current Influences on Education – 40%
   a. Philosophies, theories, ideologies
i. Pragmatism (Dewey)
ii. Enlightenment/Modernity (Jefferson, Locke, Rousseau)
iii. Humanism/Individualism
iv. Connectionism (Thorndike)
v. Behaviorism (Skinner)
vi. Constructivism
vii. Cognitive-Developmental (e.g., Piaget, Erikson)
viii. Socio-cultural learning theories (Vygotsky & Bandura)
ix. Critical Theory

b. Democratic Ideals
   i. Governmental influences
   ii. Court decisions (e.g. civil rights)
   iii. Legislation (e.g. funding, financing, special interests/lobbying)

c. Social/Economic Influences
   i. Private sector (E.g. corporations and business involvements)
   ii. Economic structure
   iii. Work force requirements & globalization
   iv. Career and lifestyles (e.g. single-parent families, working families)
   v. Societal mobility
   vi. Extracurricular activities

III. Interrelationships between Contemporary Issues and Influences, Past or Current, in Education – 20%

   a. Tradition and Progress
   b. National versus local control
   c. Secular versus religious
   d. Civil rights
   e. Public versus private

REFERENCES
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You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:

SAMPLE QUESTIONS
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. Which of the following was the landmark court decision that gave judicial recognition of the values of expanding the common school program through high school and supported the levying of taxes on the general public to fund such schools?
   a. Abington Case (Abington School Dist. vs. Schempp)
   b. Kalamazoo Case (Stuart vs. School Dist. #1 of the Village of Kalamazoo)
   c. Lau vs. Nichols
   d. Pickering vs. Board of Education

2. Critics of mainstream approaches to learning that concentrate on the sheer mechanics, point out that these approaches fail to give adequate consideration to the
   a. dominant culture of the society
   b. importance of education to access to the job marketplace
   c. learner’s socio-cultural context for constructing means
   d. economic and technological needs of the wider society

3. The major thrust of the Head Start program is to
   a. help disadvantaged preschool children to achieve readiness for the first grade
   b. provide funding for after-school child care programs
   c. socialize children regarding typical U.S. culture
   d. offer enrichment for young students with exceptional ability

4. Dewey identified which of the following fundamental factors in the education process?
   I. Organized subject matter
   II. The learner
   III. Creativity
   IV. Society
   a. III only
   b. II and III only
   c. I, II, and IV only
   d. I, II, III, and IV

5. Which of the following emphasizes socially interactive and process-oriented “hands-on” learning in which students work collaboratively?
   a. Behaviorism
   b. Constructivism
   c. Humanism
   d. Socialism

6. The major cause of the decline in public school construction in the early 1990’s was
   a. the inadequate utilization of existing facilities
   b. the public resistance to increased taxation
   c. a shortage of trained teachers to staff new classrooms
   d. a leveling off of the school-age population

7. The objective of the school reform strategy known as American 2000 was to establish nationwide consensus on all of the following EXCEPT
a. the goals of education  
b. the curriculum  
c. federal funding of education  
d. achievement standards  

8. One effect of the 1896 Plessey vs. Ferguson court decision was the  
a. establishment of standards for identifying schools as “separate but equal”  
b. establishment of the principle that segregated schools are inherently unequal  
c. continuance of de facto segregation  
d. provision of equal access for all racial groups to all types of institutions  

9. The current school calendar of 9-10 months that is used by most public schools in the United States was originally based on the  
a. tradition of taking family vacations during the summer  
b. lack of technology that would permit the regulation of temperatures in educational facilities during the summer months  
c. need for children to work on farms during the summer in a predominately agricultural society  
d. need for a time when teachers could continue their own education  

10. Horace Mann believed that providing a common school education was essential in promoting  
a. respect for people of diverse racial and ethnic groups  
b. respect for diverse religious orientations and traditions  
c. moral values  
d. social equality  

Answers to sample questions:  
1-B; 2-C; 3-A; 4-C; 5-B; 6-B; 7-C; 8-C; 9-C; 10-C
EXAM INFORMATION
This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. This exam covers topics including ethical religious traditions and analysis in various relationships, embryonic stem-cell research, euthanasia, affirmative action, and capital punishment.

The exam contains 100 questions to be answered in 2 hours.

Form Codes: SN474, SP474, SY474, SZ474

EXAM CONTENT OUTLINE
The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. Contemporary Foundational Issues – 15%
   a. Relativism
   b. Subjectivism
   c. Determinism and Free Will
   d. Relationship between morality and religion

II. Ethical Traditions – 35%
   a. Greek views: Thucydides, Socrates, Plato, Aristotle, Stoic, Epicureanism
   b. Religious Traditions
   c. Law and Justice: Epictetus, Aquinas, Hobbes, Locke, Rousseau, Jefferson, Kant, Royce, King, Rawls, Nozick
   d. Consequentialist Ethics: Epicurus, Smith, Bentham, Mill, Rand
   e. Feminist/Womanist Ethics: Gilligan, Nodding

III. Ethical Analysis of Real World Issues – 50%
   a. Morality, relationships, and sexuality (e.g. pornography, adultery, prostitution, LGBT)
   b. Life and death issues (e.g. abortion, euthanasia, suicide, assisted suicide)
   c. Economic issues (inequality, poverty, equal opportunity commodification)
   d. Civil rights (racism, affirmative action)
   e. Punishment (e.g. capital punishment, retributive justice)
   f. War and peace (e.g. just war tradition)
   g. Life centered and human centered ethics (e.g. animals, environmental issues)
   h. Human rights
   i. Biomedical ethics (e.g. experimentation, embryonic stem cell research, human subjects, organ donation)

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Ethics in America
Level: Lower-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu
REFERENCES
Below is a list of reference publications that were either used as a reference to create the exam, or were used as textbooks in college courses of the same or similar title at the time the test was developed. You may reference either the current edition of these titles or textbooks currently used at a local college or university for the same class title. It is recommended that you reference more than one textbook on the topics outlined in this fact sheet.

You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:


SAMPLE QUESTIONS
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. Which of the following thinkers evaluates the morality of actions in terms of the amount of pleasure and pain they produce?
   a. Aristotle
   b. Kant
   c. Bentham
   d. King

2. According to which of the following philosophers is it immoral to commit suicide?
   a. The hedonist Epicurus because suicide decreases one’s pleasure
   b. The stoic Epictetus because suicide is contrary to nature.
   c. Kant because persons who commit suicide treat themselves as a means only
   d. Mill because suicide never maximizes utility.

3. For a utilitarian, the ethical evaluation of a decision to tell a lie will NOT depend on whether the
   a. person to whom the lie is told will benefit from the lie
   b. person telling the lie would mind someone else lying to him or her
   c. person telling the lie will suffer if the truth is told
   d. lie will cause suffering to third parties

Answers to sample questions:
1-C, 2-C, 3-B
EXAM INFORMATION
This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. This exam tests the ability to understand hardware, software licensing and development tools; development life cycles; data management; connectivity, privacy concerns; intellectual property; network etiquette; telecommunications law; artificial intelligence, and globalization.

The exam contains 100 questions to be answered in 2 hours.

The use of nonprogrammable calculators is permitted during the test. Scratch paper for computations will be provided. A calculator function is available during computer-based exams.

Form Codes: SP536, SN536, SY536, SZ536

EXAM CONTENT OUTLINE
The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. Computer Organization and Hardware – 20%
   a. Processing components (e.g. CPU, ALU, Fetch, Execute Cycle)
   b. Primary storage (e.g. RAM, ROM, cache, virtual memory)
   c. Peripherals (e.g. secondary storage, disk storage, I/O devices [RFID, biometrics, printers and scanners], communication hardware, cloud computing)
   d. Architectures (e.g. personal computers, workstations, mainframes, mobile devices)
   e. Data representation (e.g. binary system [bits, bytes], words, numbering systems, coding systems, graphic and multimedia formats)
   f. Units of measurement (e.g. kilobytes, gigabytes, terabytes, megahertz, gigahertz, microseconds, nanoseconds, bands, bps)

II. Systems Software – 10%
   a. Operating systems (e.g. Windows, Apple, Android, Linux, Unix, Mainframe etc., resource allocations, job scheduling, file management, virtual computing)
   b. Utilities (e.g. virus protection/detection, backup, disk maintenance and recovery, print)
   c. User interfaces (e.g. command line, menu-driven, graphical, voice, touch, gesture)

III. Application Software – 20%
   a. Word processing and desktop publishing
   b. Spreadsheets (e.g. charts, graphs, functions)
   c. Presentation software including hypertext

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Computing and Information Technology
Level: Lower-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu
d. Personal communications (e.g. electronic mail, list servers, chat groups, newsgroups, conferencing software, social media)
e. Multimedia (e.g. video, audio)
f. Databases
   a. Levels of hierarchy (e.g. fields, records, files)
   b. Database models (e.g. relational, network, hierarchical, object, data access mechanisms)
   c. Data mining/analytics
g. Graphics (e.g. draw, paint, CAD, image processing)
h. Software Licensing (e.g. shareware, freeware, enterprise, open source, software as a service)
i. Commercial application software

IV. Data Communications and Networks – 20%
   a. World Wide Web (e.g. browsers, HTML, applets, search engines)
   b. Network access (e.g. file transfer, TELNET, internet service providers [ISPs])
   c. Network architectures (e.g. local area networks, wide area networks, client server, peer-to-peer, network topology, domains, routers, switches, hubs)
   d. Data communications (e.g. infrastructure, protocol [http/https])
   e. Safety and security (e.g. firewalls, IDS/IPS, hardware aspects, encryption schemes, identity and access management)
   f. Mobile networks (wireless)

V. Software Development – 10%
   a. Software life cycle (e.g. analysis, design, development, debugging, testing, maintenance)
   b. Programming methodology (e.g. procedural, object oriented)
   c. Software development tools (e.g. assemblers, profilers, debuggers, editors, compilers/interpreters)

VI. Social Impact and History – 20%
   a. History (e.g. significant people, machines and events; digital revolution, Internet, evolution of user interfaces, new applications of information technology [car, airplanes etc.])
   b. Ethical/legal issues (e.g. privacy concerns, intellectual property rights, telecommunications law, accessibility)
   c. Safety and security (e.g. hacking, malware, system access, privacy in on-line services, identity theft)
   d. Careers in Computer Science and Information Systems (e.g. growth, trends, telecommuting, compensation)
   e. Social issues (e.g. social media responsibility/etiquette [professionally and personally], artificial intelligence, globalization [off shoring], legal implications).

REFERENCES
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You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:


Rev 3/2017
SAMPLE QUESTIONS
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. Which supports the largest number of users simultaneously?
   a. Personal computer
   b. Workstation
   c. Graphics terminal
   d. Mainframe

2. What is the term for a utility program that is used to make a copy of all the files on a disk?
   a. Backup
   b. Defragmenter
   c. Formatter
   d. Translator

3. What is the term for a computer that processes requests from other computers to access a data base?
   a. Client
   b. Data warehouse
   c. Server
   d. Router

4. Which stage of the software life cycle usually requires the most time and effort?
   a. Design
   b. Requirements analysis
   c. Maintenance
   d. Coding

5. The first electronic digital computer was produced in the
   a. 1920s
   b. 1940s
   c. 1960s
   d. 1980s

6. What is a mechanism that prevents unauthorized access to computers that reside on a network?
   a. Sniffer
   b. Spooffer
   c. Firewall
   d. Ethernet

Answers to sample questions:
1-D; 2-A; 3-C; 4-C; 5-B; 6- C.
EXAM INFORMATION
This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. This examination includes the Civil War from pre-secession (1861) through Reconstruction. Includes causes of the war; secession; Fort Sumter; major battles; the political situation; assassination of Lincoln; end of the Confederacy; and Reconstruction.

The exam contains 100 questions to be answered in 2 hours.

Form Codes: SP483, SN483, SY483, SZ483

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: The Civil War and Reconstruction
Level: Upper-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu

EXAM CONTENT OUTLINE
The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. Causes of the War – 16%
   a. United States Society in the Mid-Nineteenth Century
      i. Industrialization
      ii. Religiosity
      iii. Standard of living
      iv. Demographics
   b. Slavery
   c. Anti-Slavery and Abolition movement
   d. Westward Expansion of Free and Slave Territory
      i. Missouri Compromise
      ii. Mexican War 3. Compromise of 1850
      iii. Kansas - Nebraska Act
      iv. Birth of Republican Party
      v. Bleeding Kansas
      vi. Dred Scott decision
   e. John Brown’s raid on Harper’s Ferry
   f. Political situation in 1860

II. 1861 – 11%
   a. Secession
   b. Formation of Confederacy
   c. Fort Sumter
   d. Lincoln’s Call for Volunteers
   e. First Manassas (Bull Run)
   f. Union Army versus Confederate Army
   g. Lincoln versus Davis leadership
III. 1862 – 17%
   a. Southern Strategy
   b. War in the East
   c. War in the West
   d. Major Battles
   e. Emancipation proclamation

IV. 1863 – 19%
   a. Casualties
   b. Role of women in the War
   c. Black Americans and the War
   d. Major Battles

V. 1864 – 15%
   a. Political Situation
      i. Northern demoralization
      ii. Presidential election in north
      iii. South cut in half and isolated
   b. War in the West
      i. Capture of Atlanta
      ii. Sherman’s march to the sea and total war
   c. War in the East
      i. Grant and the Army of the Potomac
      ii. Lee and the Army of northern Virginia
      iii. Major battles – the rise of modern warfare

VI. 1865 - 7%
   a. Sherman’s Carolina Campaign
   b. Fall of Richmond
   c. Lee’s Surrender
   d. Assassination of Lincoln
   e. End of the Confederacy
   f. Cost of the War

VII. Reconstruction - 15%
   a. Presidential Reconstruction Plans
   b. Southern Response
   c. Congressional Reconstruction Plans
      i. Radical Republicans
      ii. Reconstruction acts
      iii. Thirteenth, Fourteenth and Fifteenth Amendments
      iv. Impeachment
      v. Freedmen’s Bureau
      vi. Civil Rights Act
   d. Military Reconstruction
      i. Response to Johnson’s policies
      ii. Elected black office-holders
      iii. Scalawags and carpet-baggers
      iv. Secret terrorist societies
   e. End of Reconstruction

REFERENCES
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You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:


SAMPLE QUESTIONS
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. The last major Confederate stronghold on the Mississippi River was
   a. Memphis
   b. Vicksburg
   c. New Orleans
   d. Fort Donnellson
2. Under the fourteenth amendment, many of those who had served in the Confederate government or army were
   a. automatically reinstated as full citizens of the United States
   b. forbidden to bear arms
   c. forbidden to hold public office
   d. interned for a minimum of six months
3. The Union general in command of the Shenandoah Valley campaigns of 1864 was
   a. Philip Kearny
   b. Philip Sheridan
   c. William T. Sherman
   d. George A. Custer
4. When the southern states began to secede, Kentucky’s response was
   a. enthusiastic support for the south, followed by Kentucky’s secession
   b. reluctant support for the south, followed by Kentucky’s secession
   c. a declaration of neutrality, followed by a gradual shift to Unionism
   d. a firm resolve to remain in the Union, followed by an enthusiastic response to Lincoln’s call for troops
5. Of those who died as a result of the war, the majority were
   a. civilians deliberately or accidentally killed by hostile troops
   b. soldiers killed outright in combat
   c. soldiers who died later of wounds received in battle
   d. soldiers who died of disease
6. Prior to his attack on Harper's Ferry, John Brown was a
   a. free-state agitator in Kansas
   b. publisher of a leading abolitionist newspaper
   c. slave owner in Missouri
   d. station owner on the underground railroad

7. The South's naval strategy was to use its
   a. large navy to attack northern ports and bring the war to the north
   b. large navy to defend its ports and prevent a Union blockade
   c. relatively small navy to protect its ports and keep them open for blockade runners
   d. relatively small navy to convoy supply ships from Europe and South America

8. Which of the following nearly caused the outbreak of hostilities between the United States and Great Britain?
   a. Britain's willingness to receive the Confederate cruiser Alabama in its ports
   b. British gunrunning to the Confederate states through the union blockade
   c. British reactions to Lincoln's Emancipation Proclamation
   d. British objections to the seizure of two confederate diplomats traveling on a British ship

9. Grant's confrontation with Lee at Petersburg can best be described as a
   a. confederate rout of the union army
   b. swift, decisive victory for the union army
   c. tragic blunder on the part of the union high command
   d. prolonged siege ending in union victory

10. Through the course of the Civil War, which of the following was true of Jefferson Davis's cabinet?
    a. It remained stable in makeup and firm in support of the president
    b. It remained stable in makeup but opposed to the president on many issues
    c. Its members changed considerably but remained constant in support for the president
    d. Its members changed considerably and were divided in their support for the president

11. Which of the following correctly states a major difference between the population of the North and South at the middle of the 19th century?
    a. In the north, the vast majority of the adult white population was literate, while in the south less than half the adult white population could read and write
    b. In the south, people were much more religious than people in the north, attended church more frequently, and often participated in religious reawakening
    c. In the north, the white population included large numbers of immigrants, while in the south the white population was largely of British descent
    d. In the south, a larger proportion of the white population had traveled extensively within the region, while the northern white population remained familiar only with the area in which they were born

12. Which of the following is a true statement about the Union presidential election of 1864?
    a. It was the first presidential election ever held by a nation involved in a civil war
    b. It attracted little public interest because the people of the north were occupied with the war effort
    c. Lincoln's reelection was considered a certainty because the nation did not want to change governments in the middle of the war
    d. Lincoln's reelection was considered unlikely because Lincoln had failed to support abolition prior to the war

Answers to sample questions:
1-B; 2-C; 3-B; 4-C; 5-D; 6-A; 7-C; 8-D; 9-D; 10-D; 11-C; 12-A
EXAM INFORMATION
This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. This examination includes celestial mechanics; celestial systems; astronomical instruments; the solar system; nature and evolution; the galaxy; the universe; determining astronomical distances; and life in the universe.

The exam contains 100 questions to be answered in 2 hours.

Form Codes: SN500, SP500, SY500, SZ500

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Astronomy
Level: Lower-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu

EXAM CONTENT OUTLINE
The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. Introduction to the Science of Astronomy – 5%
   a. Nature of science
   b. How scientists think and work
   c. History of early astronomy

II. Cosmic Forces - 15%
   a. Motion
   b. Energy
   c. Gravity
   d. Relativity

III. Celestial Systems – 10%
   a. Earth and the sky
   b. Earth and the Moon
   c. Time and the calendar

IV. The Science of Light – 10%
   a. The electromagnetic spectrum
   b. Measurement and analysis of light

V. Planetary Systems: Our Solar System and Others – 15%
   a. Contents of our solar system
   b. Formation and evolution of planetary systems
   c. Exoplanets

VI. The Sun and Stars: Nature and Evolution – 15%
   a. Our Star, the Sun
   b. Measuring the properties of stars
   c. Birth, life and death of stars

VII. Our Galaxy and Other Galaxies: Contents and Structure – 15%
a. Our Galaxy: The Milky Way
b. Other galaxies and galaxy clusters
c. Cosmic Distances

VIII. The Universe: Contents, Structure, and Evolution – 10%
   a. Large-scale structure
   b. The Big Bang
   c. The evolution and fate of the Universe

IX. Life in the Universe – 5%
   a. The extremes of life on earth
   b. Life in the solar system?
   c. Life beyond the solar system?

REFERENCES
Below is a list of reference publications that were either used as a reference to create the exam, or were used as textbooks in college courses of the same or similar title at the time the test was developed. You may reference either the current edition of these titles or textbooks currently used at a local college or university for the same class title. It is recommended that you reference more than one textbook on the topics outlined in this fact sheet.

You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:


SAMPLE QUESTIONS
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. In the northern hemisphere, the vernal equinox is the position occupied by the Sun on the first day of
   a. summer
   b. fall
   c. spring
   d. winter

2. Which of the following is the best illustration of Newton’s third law?
   a. A skater coasting across the ice
   b. The spinning of a top
   c. The swinging of a pendulum
   d. The recoil of a shotgun

3. The energy in the interior of a white dwarf is transported outward in the same fashion as the energy is transmitted
   a. in an airplane shockwave
   b. from an electric oven
c. from a hot-air furnace
d. from tip to handle of a hot poker

4. The most important advantage of a large telescope aperture is that it
   a. allows a large amount of radiation to be collected
   b. gives a higher magnification of the objects observed
   c. is less affected by the trembling of the Earth's atmosphere
   d. produces a larger diffraction ring when distant stars are observed

5. Which of the following statements is true about the steady-state cosmology?
   a. It explains the isotropic nature of the remnant radiation from a giant fireball.
   b. It appears to violate the law of conservation of matter in empty space.
   c. It predicts a negative value for the Hubble Constant.
   d. It explains the galactic red shifts as gravitational effects.

6. The bending of rays of light as they pass from one transparent medium into another is called a. reflection
   a. Reflection
   b. Diffraction
   c. Dispersion
   d. Refraction

7. Which of the following planets has been observed to have extensive Van Allen belts similar to those of Earth?
   a. Mercury
   b. Mars
   c. Jupiter
   d. Venus

8. At the present time in the Sun's lifetime, the major source of the Sun's energy lies in
   a. electron-proton collisions
   b. gravitational contraction
   c. nuclear fusion
   d. matter-antimatter annihilation

9. The fact that most stars observed are on the Main Sequence implies that a star spends the greatest proportion of its lifetime
   a. contracting to reach the Main Sequence
   b. as a giant off the Main Sequence
   c. expanding to reach the Main Sequence
   d. on the Main Sequence

10. The Universe as we know it began its existence as a hot, dense cloud of matter and radiation approximately how many years ago?
    a. 5 billion
    b. 15 billion
    c. 50 billion
    d. 100 billion

11. Where is the Moon when there are spring tides on Earth?
Answers to sample questions:
1-C; 2-D; 3-D; 4-A; 5-B; 6-D; 7-C; 8-C; 9-D; 10-B; 11-C
EXAM INFORMATION
This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. This examination includes the history of art during various periods, including: Romanesque and Gothic; Renaissance; Baroque; rococo; neoclassicism and romanticism; realism, impressionism and postimpressionism; and post-World War II to contemporary.

The exam contains 100 questions to be answered in 2 hours.

Form Codes: SN461, SP461, SY461, SZ461

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Art of the Western World
Level: Lower-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu

EXAM CONTENT OUTLINE
The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. Ancient World – 15%
   a. Ancient Near East
   b. Egypt
   c. Greece
   d. Rome

II. Middle Ages – 12%
   a. Early Christian, Byzantine & Romanesque
   b. Gothic

III. Renaissance – 15%
   a. 15th – Century Italy
   b. 15th – Century Northern Europe
   c. 16th – Century Italy
   d. 16th – Century Northern Europe

IV. Baroque – 10%
   a. Italy, France & Spain
   b. Holland & Flanders

V. Rococo and Neoclassicism – 9%

VI. Romanticism and Realism – 8%

VII. Impressionism and Post-Impressionism – 8%

VIII. Early Twentieth Century – 12%
   a. Emergency of Modernism
   b. Art between the World Wars

IX. Postwar to Postmodern – 6%

X. Contemporary – 5%
REFERENCES
Below is a list of reference publications that were either used as a reference to create the exam, or were used as textbooks in college courses of the same or similar title at the time the test was developed. You may reference either the current edition of these titles or textbooks currently used at a local college or university for the same class title. It is recommended that you reference more than one textbook on the topics outlined in this fact sheet.

You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:


SAMPLE QUESTIONS
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. The Ara Pacis Augustae reflects the influence of which of the following?
   a. The Arch of Constantine
   b. The Hadrianic sculpture
   c. The Parthenon sculpture
   d. The Column of Trajan

2. One basic design for Christian churches in the Middle Ages can be traced back to the
   a. Ara Pacis
   b. Greek temple
   c. Pantheon
   d. Roman basilica

3. Masaccio’s Trinity exemplifies the influence of the theories of which of the following?
   a. Botticelli
   b. Brunelleschi
   c. Marcilio Ficino
   d. Cosimo de’ Medici

4. The term “chiaroscuro” refers to which of the following?
   a. One point perspective
   b. Light and shadow
   c. Aerial perspective
   d. Closed form

5. Ruben’s art is known for its
   a. sense of calm and order
   b. dynamism and theatricality
   c. treatment of mythological subjects
6. The greatest exponent of neoclassicism in painting was which of the following?
   a. François Boucher
   b. Jacques-Louis David
   c. Eugène Delacroix
   d. Jean-Baptiste Greuze

7. The nineteenth-century French neoclassical painter Ingres is best known for his use of
   a. line
   b. chiaroscuro
   c. black
   d. color

8. Goya’s The Third of May 1808 emphasizes which of the following?
   a. Humanity’s noble and rational side
   b. Humanity’s dark and corrupt side
   c. The optimism of the Enlightenment
   d. The glory of war and respect for the Aristocracy

9. In paintings such as A Sunday Afternoon on the Island of La Grande Jatte, Georges Seurat expressed
   his theories on which of the following?
   a. Color
   b. Landscape
   c. Momentary light effects
   d. Perspective

10. Umberto Boccioni’s Unique Forms of Continuity in Space has been compared to which of the following:
    a. Polykleitos’ Doryphous
    b. Victory of Samothrace
    c. Donatello’s St. George
    d. Bernini’s Ecstacy of Saint Theresa

11. Which of the following artistic movements or styles of the twentieth century was intended to satirize
    middle-class values?
    a. Earth-works
    b. Minimalism
    c. Pop art
    d. Process art

12. Which of the following is known for staining raw canvases, a technique that influenced the development
    of color-field painting?
    a. Mary Cassatt
    b. Helen Frankenthaler
    c. Barbara Kruger
    d. Judy Chicago

Answers to sample questions:
1-C, 2-D, 3-B, 4-B, 5-B, 6-B, 7-A, 8-B, 9-A, 10-B, 11-C, 12-B
EXAM INFORMATION
This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. This examination includes the history of the roots of the Vietnam War, including: pre-war developments (1954-1963); American involvement in the Vietnam War; Tet (1968); Cambodia and Laos; and peace, legacies and lessons.

The exam contains 100 questions to be answered in 2 hours.

**Form Codes:** SN473, SP473, SY473, SZ473

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

**Area or Course Equivalent:** A History of the Vietnam War

**Level:** Upper-level baccalaureate

**Amount of Credit:** 3 Semester Hours

**Minimum Score:** 400

**Source:** www.acenet.edu

EXAM CONTENT OUTLINE
The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. **Vietnam Before 1940 – 5%**
   a. Religious and cultural traditions
   b. Chinese political and cultural domination
   c. A tradition of resistance to invaders
   d. French conquest and colonialism
   e. Development of nationalism and communism
   f. Ho Chi Minh

II. **World War II, the Cold War, and the First Indochina War (1940-1955) – 9%**
   a. Vietnam during World War II
   b. Vietnamese declaration of independence
   c. Restoration of French rule
   d. Global containment
   e. Viet Minh military strategies vs. French military strategies
   f. Eisenhower’s Vietnam policy
   g. Dienbienphu
   h. The Geneva Conference and American response

III. **Diem and Nation-State Building (1955-1963) – 10%**
   a. U.S. support for Diem
   b. Diem’s inadequacies
   c. U.S. military and economic assistance
   d. The growing Southern insurgency
   e. JFK’s commitment to counter-insurgency
   f. Internal opposition including the Buddhist crisis
   g. The coup against Diem

IV. **L.B. Johnson Americanizes the War (1964-1965) – 10%**
   a. Political instability in Vietnam
b. Introduction of the North Vietnamese Army
   c. The Tonkin Gulf Incident & Resolution
   d. The role of Vietnam in the 1964 Presidential Campaign
   e. U.S. air campaign over Vietnam: Flaming Dart to Rolling Thunder
   f. Introduction of U.S. combat troops (March through April 1965)
   g. Increase in U.S. combat commitment (July 1965)

V. America Takes Charge (1965-1967) – 10%
   a. Westmoreland’s strategy of attrition
   b. Measures of success
   c. The continuing air war
   d. The impact of the war on Vietnamese society
   e. Stabilization of the Saigon regime
   f. America’s army in Vietnam
   g. War without fronts: the combat experience
   b. Search and destroy la Drang Valley

VI. Home Front USA – 8%
   a. The Great Society: guns vs. butter
   b. The credibility gap
   c. Congressional dissent
   d. Television and the press
   e. The civil rights movement
   f. The genesis of the new Left
   g. The draft and draft resistance

VII. Tet (1968) – 9%
   a. Vietnamese planning for the Tet offensive
   b. Communist objectives
   c. The Tet offensive
   d. Reactions in U.S. and Saigon
   e. LBJ decides not to run
   f. Bombing halt and beginning of peace talks
   b. The 1968 election

VIII. Vietnamizing the War (1969-1973) – 10%
    a. Nixon, Kissinger, and Vietnamization
    c. Justifications for Vietnamization (troop withdrawal)
    d. Pacification and the Phoenix program
    e. My Lai and the deterioration of the U.S. military
    g. The 1972 Spring offensive
    h. The October agreement
    i. The Christmas bombing
    j. Triangular diplomacy: the U.S., the Soviet
    a. Union, and China
    k. Paris Peace Accords (1973)

IX. The War at Home – 8%
    a. Campus unrest
    b. Peace activists and moratoria
    c. The Miami and Chicago conventions
    d. The counterculture, antiwar movement, and silent majority
    e. The Pentagon Papers

X. Cambodia and Laos – 8%
   b. JFK and Laotian neutrality (1962)
   c. Ho Chi Minh Trail
   d. The secret war in Laos

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XI. “A Decent Interval” – 8%
   a. The cease-fire violations
   b. Watergate and Nixon’s resignation
   c. Congressional passage of the War Powers Act
   d. The Great Spring Offensive
   e. The fall of Saigon

XII. U.S. Legacies and Lessons – 5%
   a. Impact of the war on Vietnam
   b. The impact of the Vietnam Syndrome on American foreign policy
   c. The experience of returning vets
   d. Economic consequences
   e. The impact on the U.S. military
   f. The impact on the media
   g. POWs and MIAs
   h. Collective national amnesia

REFERENCES
Below is a list of reference publications that were either used as a reference to create the exam, or were used as textbooks in college courses of the same or similar title at the time the test was developed. You may reference either the current edition of these titles or textbooks currently used at a local college or university for the same class title. It is recommended that you reference more than one textbook on the topics outlined in this fact sheet.

You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:


SAMPLE QUESTIONS
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. In early 1964, which of the following best describes the Vietnamese Communists’ position in South Vietnam?
   a. They were weakened by the strategic hamlet program.
   b. They were stronger in the cities than the South Vietnamese.
   c. They controlled approximately 40% of the countryside.
   d. Their military successes outweighed their political successes.

2. For which of the following reasons did Ho Chi Minh, a confirmed Communist, seek United States support in 1945?
   a. He did not trust the Soviet Union.
   b. He was a pragmatist, principally preoccupied with Vietnam’s salvation, and he would accept help where he could get it.
   c. He knew that he would be turned down by the Americans, and then he could appeal more convincingly to the Soviets.
   d. He had no hope of United States aid, but others in his administration urged him to appeal to the Americans.

3. When the United States took charge of the war, a major impact on Vietnamese society was a dramatic
   a. reduction in religious intolerance
   b. expansion of political democracy
   c. influx of money and technology
   d. improvement in education

4. “Credibility gap” was the phrase used to identify the
   a. victory claims of the Vietnamese Communists
   b. propaganda of the Vietnamese Communists
   c. distance between events and official United States statements
   d. disagreements between the United States and its allies over United States policy in Vietnam

5. What was the immediate reaction of President Johnson’s military and civilian advisors to the outcome of the Tet offensive?
   I. They were divided over what course of action to follow.
   II. They presented a united front in support of the President’s policies.
   III. They were unanimous in recommending the start of negotiations with the Communists.
   IV. They urged the President to commit more troops to Vietnam.
   a. I and IV only
   b. II and III only
   c. III and IV only
   d. II, III and IV only

6. Which of the following was one of the important reasons why the United States military effort in South Vietnam was unsuccessful?
   a. The United States attempted to fight a conventional war against a guerrilla force that avoided large battles.
   b. The United States measures only attracted the support of the peasant masses and failed to gain the support of the local elites.
   c. Counterinsurgency could not have been adapted to the terrain in Vietnam.
   d. Counterinsurgency was unpopular politically in the United States.

7. Who were the Khmer Rouge?
   a. Supporters of Prince Sihanouk.
   b. Cambodian Communists.
   c. The Cambodian non-Communist nationalists.

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d. The pro-American faction in Cambodia.

8. The Chinese Communist victory in 1949 significantly altered the situation in Indochina because it resulted in
   a. the introduction of large numbers of Chinese Communist troops into Indochina.
   b. provisions of war material and equipment to the Viet Minh.
   c. a shift of French military forces to the northern Indochina border.
   d. a formal military alliance between the Chinese and Vietnamese Communists.

9. One of the major counterinsurgency programs undertaken by the Diem government and the Kennedy administration was the
   a. Phoenix program.
   b. Food-for-Peace program.
   c. Open Arms program.
   d. Strategic hamlet program.

10. The shooting of students at Kent State University came during demonstrations against the
    a. war in general.
    b. renewed bombing in the North.
    c. mining of Haiphong Harbor.
    d. invasion of Cambodia.

11. From the American perspective, one advantage of the 1973 Vietnam Agreement was that it
    a. allowed the return of U.S. prisoners of war.
    b. allowed some North Vietnamese troops to stay in South Vietnam.
    c. settled the political issues that caused the war
    d. ended the war.

12. The War Powers Act was designed to ensure that
    a. the President would have to obtain congressional support for long-term use of United States troops abroad.
    b. Congress would decide when and where to send United States troops.
    c. the President’s power to wage war would be virtually eliminated.
    d. a national referendum would have to be held before United States troops could be sent abroad.

Answers to sample questions:
1-C; 2-B; 3-C; 4-C; 5-A; 6-A; 7-B; 8-B; 9-D; 10-D; 11-A; 12-A
EXAM INFORMATION
This exam was designed to evaluate whether candidates possess the knowledge and understanding that would be gained by taking a lower-level college course in technical writing which includes the following content: theory and practice of technical writing; purpose, content, and organizational patterns of common types of technical documents; information design; and technical editing.

The exam contains 100 questions to be answered in 2 hours.

Form Codes: SQ820, SR820, SY820, SZ820

EXAM CONTENT OUTLINE
The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. Theory and Practice of Technical Writing – 14%
   a. Understanding contexts, purpose(s), and importance
   b. Audience analysis
   c. Ensuring the validity and reliability of data and sources
   d. Establishing the appropriate style

II. Purpose of Technical Documents – 23%
   a. Informing
      i. Progress/inspection reports
      ii. Feasibility reports
      iii. Research/laboratory reports
      iv. Instructions, procedures and process descriptions
   b. Persuading and Making Recommendations
      i. Proposals
      ii. White papers
      iii. Grants

III. Technical Writing Process – 14%
   a. Individual and/or collaborative writing
   b. Choice of medium
   c. Drafting and organizing content
   d. Research (primary and secondary)

IV. Document design – 18%
   a. Elements of document design
      i. Page formatting
      ii. Textual formatting
      iii. Illustration formatting

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Technical Writing
Level: Lower-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu
b. Strategies of document design
   i. Readability
   ii. Usability
   iii. Accessibility

V. Revising, Editing and Final Sections – 31%
   a. Revising for
      i. Completeness
      ii. Concision
      iii. Accessibility
      iv. Organization
   b. Editing for
      i. Concision
      ii. Grammatical accuracy
      iii. Technical accuracy
   c. Final sections
      i. Cover letters
      ii. Executive summaries
      iii. Abstracts

REFERENCES
Below is a list of reference publications that were either used as a reference to create the exam, or were used as textbooks in college courses of the same or similar title at the time the test was developed. You may reference either the current edition of these titles or textbooks currently used at a local college or university for the same class title. It is recommended that you reference more than one textbook on the topics outlined in this fact sheet.

You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:


SAMPLE QUESTIONS
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. It is customary to place definitions of terms in all of the following parts of a technical document EXCEPT the
   a. abstract
   b. introduction
   c. footnotes
   d. glossary

2. Which of the following organizational patterns would be appropriate to use when describing a mechanism?
   I. Order of assembly
   II. Spatial order
III. Operating order
   a. II only
   b. III only
   c. I and III only
   d. I, II, and III

3. Which of the following graphics is best for displaying continuous change over time?
   a. Bar chart
   b. Line graph
   c. Schematic diagram
   d. Table

4. The major difference between proposals and many other technical documents is that proposals are
   a. long and formal
   b. written by committees
   c. overtly persuasive
   d. presented orally as well as in writing

5. Laboratory reports customarily contain all of the following sections EXCEPT
   a. materials and methods
   b. results
   c. discussions
   d. recommendations

Questions 6-7 refer to the following group of numbered sentences:
1) The rabbits did not build up as much fat in the walls of their arteries as expected.
2) One group was left unattended except at feeding time, while the other received some old-fashioned tender loving care (TLC) every day for at least one hour.
3) Researchers at Ohio State University made an unexpected finding while feeding a group of rabbit’s high-cholesterol diets in preparation for an experiment.
4) The TLC rabbits developed only one-third as many fatty deposits as the others.
5) Investigating further, the team fed high doses of cholesterol to two new groups of rabbits.
6) One researcher mentioned that she had given these rabbits special treatment, greeting and cuddling each four to five times a day.

6. If the sentences are arranged into a coherent paragraph, which sentence will come third in the sequence?
   a. 1
   b. 2
   c. 5
   d. 6

7. If the sentences now numbered 1 and 6 were combined into one sentence, the new sentence would begin with which of the following?
   a. When
   b. Although
   c. Because
   d. Thus

8. One significant difference between technical language and lay language is that technical language tends to be more
a. subjective
b. sophisticated
c. abstract
d. exact

9. Which of the following is a major flaw in a classification?
   a. overlap in the categories
   b. use of the same criterion throughout
   c. division into more than ten groups and subgroups
   d. categories with different numbers of subdivisions

10. Which of the following does NOT need revision to correct an error in parallel structure?
   a. We found it impossible either to replicate their results or even approximate them.
   b. The ideal environment for colonizing plants like ragweed is bare, windswept, and, of course, contains little groundwater.
   c. The platypus is an animal with mammalian, reptilian, and avian aspects and which illustrates the difficulty of exact biological classification.
   d. The proposed pertussis vaccine not only is as effective as the vaccine currently in use but also poses little or no health risk to children under two years of age.

In each of the following sentences, some part of the sentence or the entire sentence is underlined. Beneath each sentence you will find four ways of phrasing the underlined part. The first choice (a) repeats the original; the other three are different. If you think the original is better than any of the alternatives, choose answer (a). Otherwise, choose one of the others. In choosing answers, pay attention to grammatical correctness, appropriate word choice, and smoothness and effectiveness of sentence construction.

11. Ibuprofen is a powerful pain reliever and it has only recently been made available to the public in nonprescription doses.
   a. Ibuprofen is a powerful pain reliever and it has only recently
   b. Ibuprofen, a powerful pain reliever, has only recently
   c. Ibuprofen is a powerful analgesic that only has recently
   d. Only the potent analgesic ibuprofen has recently

12. After heating for twelve minutes, the sample was dried.
   a. After heating for twelve minutes, the sample
   b. After heating the sample for twelve minutes, it
   c. After it had been heated for twelve minutes, the sample
   d. After twelve minutes of heating the sample, it

Answers to sample questions:
1-A; 2-D; 3-B; 4-C; 5-D; 6- D; 7-A; 8-D, 9-A, 10-D, 11-B, 12-C
EXAM INFORMATION
This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. This exam covers topics such as probability, correlation, regression, sampling distribution and inferential statistics.

The exam contains 100 questions to be answered in 2 hours. The use of a non-programmable calculator is permitted in this exam. A standard normal table, also called the unit normal table or z table is provided as a reference within the exam. The table will appear as the first few items within the exam. It is advised that test takers “mark for review” these items so they can refer to the table throughout the exam.

Form Codes: SQ450, SR450, SY450, SZ450

EXAM CONTENT OUTLINE
The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. Foundations of Statistics – 20%
   a. Data types and levels of measurement, sample vs. population, and distribution
   b. Sampling (e.g., type (random vs. nonrandom), sample size, bias, and research design
   c. Descriptive statistics (e.g., measures of central tendency, measures of dispersion, shape of distribution and measures of position (five-number summary, IQR, outliers)
   d. Visual Representation of Data (e.g., bar graphs, stem and leaf, plot, histograms, line graphs, box plots)

II. Probability – 20%
   a. Basic concepts of probability (e.g., experiment, sample space, event, relative frequency, the law of large numbers)
   b. Probability rules for dependent and independent events (e.g., addition, multiplication, conditional probability)
   c. Combinations and permutations
   d. Discrete distributions (expected values, binomial, poisson, geometric)
   e. Continuous Distributions (uniform and normal)

III. Correlation and Regression – 15%
   a. Scatter plots
   b. Linear correlation (strength and direction)
   c. Linear regression (line/model of best fit, slope, y-intercept, residuals, and coefficient of determination)
   d. Prediction using the linear model

IV. Sampling Distributions – 15%

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Principles of Statistics
Level: Lower-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu

Form Codes: SQ450, SR450, SY450, SZ450

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Principles of Statistics
Level: Lower-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu
a. Standard scores such as Z scores
b. Sampling distributions of a mean including standard error, normal approximation
c. Central limit theorem

V. Inferential Statistics – 30%
   a. Confidence intervals
   b. Hypothesis testing (e.g., one and two-tailed, null and alternative), significance level
   c. Type I and Type II errors and level of significance
   d. Inference for the mean of the proportion of a population (e.g., large and small samples)
   e. Comparing two sample means and proportions (e.g., z-test and t-tests)
   f. Comparing the means of more than two samples (e.g., ANOVA)
   g. Non-parametric testing (e.g., Chi-square for goodness of fit and contingency tables)

REFERENCES
Below is a list of reference publications that were either used as a reference to create the exam, or were used as textbooks in college courses of the same or similar title at the time the test was developed. You may reference either the current edition of these titles or textbooks currently used at a local college or university for the same class title. It is recommended that you reference more than one textbook on the topics outlined in this fact sheet.

You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:


SAMPLE QUESTIONS
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. A 100 question multiple-choice exam has 4 choices for each question. If a student selects all choices randomly, how many correct answers could the student expect?
   a. 4
   b. 8
   c. 25
   d. 40

2. Each of the following statements is true for all probability curves for random variable x EXCEPT:
   a. the area under the curve is 1
   b. the highest point on the curve occurs at the average
   c. the curve does not cross the x-axis
   d. the probability that x is between a and b is equal to the area of the region bounded by the curve, the x-axis, and the lines x = a and x = b

3. Which of the following could NOT be the value of a correlation coefficient?
   a. -1
   b. 0
   c. 1
   d. 2
4. The average and SD of a set of 50 scores are 30 and 7, respectively. If each of these scores is increased by 10, then which of the following is true for the new set of scores?
   a. The average is 60
   b. The average is 40
   c. The SD is 17
   d. The SD is 7.2

5. A bag contains 15 marbles, of which 8 are red, 5 are blue, and 2 are white. Two marbles are drawn randomly from the bag one after the other, without replacement. What is the probability that both marbles are red?
   a. 4/15
   b. 64/225
   c. 32/105
   d. 8/15

6. If the figure above is a probability histogram, what is the probability that \( x \geq \frac{1}{2} \)?
   a. 1/4
   b. 1/2
   c. 5/8
   d. 3/4

7. Which of the following pairs of parameters is sufficient to define a specific normal curve?
   a. The average and the standard deviation
   b. The range and the standard deviation
   c. The average and the chi-square (\( x^2 \)) -value
   d. The standard deviation and the chi-square (\( x^2 \)) -value

8. A balanced die is rolled 4 times. What is the probability that a six will NOT appear on any roll?
   a. \((5/6)^4\)
   b. \(6 \times (5/6)^4\)
   c. 5/6
   d. 1 - \((1/6)^4\)

9. If \( H_0 \) is the null hypothesis and \( P \) is the observed (computed) significance level, then
   a. “small” values of \( P \) are evidence for \( H_0 \)
   b. “small” values of \( P \) are evidence against \( H_0 \)
   c. “small” values of \( P \) give no information for or against \( H_0 \)
   d. a rejected \( H_0 \) “corresponds to a negative value of \( P \)”

10. A random sample of 100 values of \( x \) is taken from a distribution whose SD is \( k \). What will be the approximate value of the standard error of the average of \( x \)?
    a. 0.01k
    b. 0.1k
    c. 0.5k
    d. k

Answers to sample questions:
1-C; 2-B; 3-D; 4-B; 5-A; 6- D; 7-A; 8-A; 9-B; 10-B

Rev 3/2017
EXAM INFORMATION
This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. This exam covers topics such as financial statements and planning, time value of money, working capital management, cost of capital, capital budgeting, etc.

The exam contains 100 questions to be answered in 2 hours.

Form Codes: SQ524, SR524, SY524, SZ524

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Principles of Finance
Level: Lower-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu

EXAM CONTENT OUTLINE
The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. Financial Statements and Planning – 20%
   a. Fundamentals of financial statements (e.g., balance sheet, income statement, statement of cash flows, statement of owner equity)
   b. Ratio analysis (e.g., liquidity, solvency, market prospect, profitability, dupont)
   c. Taxes (e.g., average versus marginal tax rates, corporate tax rates)

II. Time Value of Money – 20%
   a. Present value (lump sum and annuity)
   b. Future value (lump sum and annuity)
   c. Annuity due versus ordinary annuity
   d. Interest rate calculations (e.g. Equivalent Annual Rate [EAR], Annualized Percentage Rate [APR])

III. Working Capital Management – 10%
   a. Short-term sources of funds
   b. Management of short-term assets and liabilities (e.g., inventory, account receivables, accounts payable, short-term investments)
   c. Cash budget

IV. Valuation and Characteristics of Stocks and Bonds – 9%
   a. Bonds (e.g., debenture, sinking funds, coupon)
   b. Common stock and preferred stock (i.e., dividend)

V. Capital Budgeting – 12%
   a. Capital asset (e.g., building and equipment)
   b. Project cash flow forecasting and analysis (e.g., incremental, total, pro forma)
   c. Financial analysis tools (e.g., Net Present Value, payback, Accounting Rate of Return [ARR], Internal Rate of Return [IRR])
   d. Break even and sensitivity analysis
VI. Cost of Capital – 11%
   a. Cost of debt
   b. Cost of equity (e.g., common and preferred stock)
   c. Weighted average cost of capital

VII. Risk and Return – 11%
   a. Expected return on an asset and a portfolio
   b. Measures of risk (e.g., standard deviation, beta)
   c. Determinants of interest rates (e.g., real and nominal)
   d. Capital Asset Pricing Model (CAPM) and Security Market Line (SML) (e.g., beta and risk premium)
   e. Diversification (e.g., market risk, company specific risk, portfolio risk)

VIII. International Financial Management – 7%
   a. Impact of exchange rates on international financial markets
   b. Currency risk and political risk
   c. Tools (e.g., Spot vs Forward, hedging)

REFERENCES
Below is a list of reference publications that were either used as a reference to create the exam, or were used as textbooks in college courses of the same or similar title at the time the test was developed. You may reference either the current edition of these titles or textbooks currently used at a local college or university for the same class title. It is recommended that you reference more than one textbook on the topics outlined in this fact sheet.

You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:


SAMPLE QUESTIONS
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. Which of the following statements is true about a stock split?
   a. It increases equity
   b. It decreases assets
   c. It increases retained earnings
   d. It decreases the par value of the stock

2. When a firm pays a cash dividend, the firm’s balance sheet is affected in which of the following ways?
   a. Assets and equity remain the same
   b. Assets decrease and equity increases
   c. Assets and liabilities decrease
   d. Assets and equity decrease

3. The degree of financial leverage measures the responsiveness of
   a. Earnings to changes in operating expenses
   b. Earnings to changes in output
   c. Earnings before taxes to changes in operating income
   d. Operating income to changes in net income
4. In linear break-even analysis, a decrease in fixed costs, if other factors remain constant, will cause the break-even point and the degree of operating leverage to do which of the following?
   a. Increase decrease
   b. Decrease decrease
   c. Decrease increase
   d. Increase increase

5. Which of the following terms of trade credit is most favorable for the buyer?
   a. 2/15 net 30
   b. 2/15 net 45
   c. 3/10 net 30
   d. 3/15 net 45

6. The internal rate of return for a project will be higher if the
   a. cost of capital is lower
   b. cost of capital is higher
   c. initial investment is lower
   d. initial investment is higher

7. If the internal rate of return of two mutually exclusive investments is less than the firm's cost of capital, the firm should make which of the following investments, if any?
   a. The shorter term investment
   b. The investment with the lower internal rate of return
   c. The investment with the higher internal rate of return
   d. None of the above

8. Which of the following is associated with a stock dividend as opposed to a cash dividend?
   a. An increase in assets
   b. An increase in equity
   c. A decrease in assets
   d. No change in liabilities

9. The primary responsibility of a financial manager is to maximize the firm's
   a. stockholder wealth
   b. sales
   c. earnings
   d. profits

10. Which two of the following would be preferable to bond owners?
    I. Debt ratio of 50% rather than 20%
    II. Debt ratio of 20% rather than 50%
    III. Times-interest-earned of 2.0 rather than 5.0
    IV. Times-interest-earned 5.0 rather than 2.0
    a. I and III
    b. I and IV
    c. II and III
    d. II and IV

11. Which of the following will cause a currency outflow from the United States?
    a. The purchase of United States plants and equipment by Japanese investors
    b. The maintenance of United States military bases in Europe
    c. The trading of Japanese yen for United States dollars by Japanese investors
    d. The return of income from United States investments in Europe

Answers to sample questions:
1-D; 2-D; 3-C; 4-B; 5-D; 6- C; 7-D; 8-D; 9-A; 10-D; 11-B
EXAM INFORMATION
This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. This exam covers topics such as individual processes and characteristics, interpersonal and group processes, and change and development processes.

The exam contains 100 questions to be answered in 2 hours.

Form Codes: SQ531, SR531, SY531, SZ531

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Organizational Behavior
Level: Lower-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu

EXAM CONTENT OUTLINE

The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. Organizational Behavior Overview – 10%
   a. The field of organizational behavior
      i. Definition and framework
      ii. Fundamental concepts
      iii. History
   b. The study of organizational behavior
      i. Scientific approaches
      ii. Research designs
      iii. Data collection methods

II. Individual Processes and Characteristics – 30%
   a. Perceptual processes
   b. Personality
   c. Attitudes and emotions
   d. Learning Processes
   e. Motivation
   f. Work Stress

III. Interpersonal and Group Processes – 30%
   a. Group Dynamics
   b. Group Behavior and conflict
   c. Leadership and influences
   d. Power and politics
   e. Communication processes

IV. Organizational Processes and Characteristics – 15%
   a. Organizational decision-making
   b. Organization structure and design
c. Organization culture

V. Change and Development Processes – 15%
   a. Basic processes
   b. Concepts of change
   c. Applications and techniques of change and development

REFERENCES
Below is a list of reference publications that were either used as a reference to create the exam, or were used as textbooks in college courses of the same or similar title at the time the test was developed. You may reference either the current edition of these titles or textbooks currently used at a local college or university for the same class title. It is recommended that you reference more than one textbook on the topics outlined in this fact sheet.

You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:


SAMPLE QUESTIONS
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. An employee who bases his or her job-evaluation rating on an unfair rating form may be
   a. stereotyping supervisory personnel
   b. engaging in perceptual defense
   c. making a causal attribution
   d. learning about job tasks

2. Which of the following accurately lists needs in Maslow's hierarchy?
   a. Physiological, power, growth, and esteem
   b. Security, esteem, power, and self-actualization
   c. Security, belonging, mastery, psychological, and self-esteem
   d. Physiological, security, belonging, esteem and self-actualization

3. Operant conditioning is primarily concerned with
   a. physiological causes of behavior
   b. cognition of behavior
c. consequences of behavior
d. punishment of behavior

4. Which of the following is one reason why Herzberg's two-factor theory is viewed as controversial?
   a. It states that job satisfaction and dissatisfaction do not exist on a single continuum
   b. It does not explain why people desire to achieve
   c. It states that organizational policies have too strong an impact on intrinsic rewards
   d. It does not explain why people choose particular behaviors to accomplish work related goals

5. Standing close to another individual to communicate a sense of power is an example of
   a. an authority stance
   b. a stereotype
   c. a nonverbal cue
   d. a leadership behavior

6. From the organization's perspective, which of the following is an example of a positive norm?
   a. The appearance of working hard, regardless of results
   b. The use of group sanctions against the person who exceeds productivity levels
   c. A general practice of arriving to work on time
   d. A supervisor's public criticism of a subordinate's poor performance

7. Which of the following statements best describes the path-goal theory of leadership?
   a. It focuses on goals to achievement.
   b. It measures the philosophical assumptions behind a leader's style.
   c. It looks at leader behaviors, subordinate characteristics, and environmental pressures.
   d. It emphasizes personality traits critical for effective leadership.

8. George Bacon is considered one of the leading surgeons in the field of artificial heart transplants. Even though he is not associated with Western Memorial Hospital, he exerts much influence over many of the surgeons there. Such influence is best termed
   a. Legitimate power
   b. Coercive power
   c. Reward power
   d. Expert power

9. Which of the following is a major feature of a matrix organization?
   a. Provision for horizontal communication
   b. Establishment of profit centers
   c. Presence of employees with two supervisors
   d. Increased separation of line and staff responsibilities

10. Which of the following statements is NOT true about organizational development (OD)?
    a. It is a system-wide change effort
    b. It frequently leads to new organizational structures
    c. It is characterized by participatory methods of change
    d. It emphasizes short-term rather than long-term methods of change

Answers to sample questions:
EXAM INFORMATION
This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. This exam covers topics such as biological development, perception, learning and memory, cognition and language.

The exam contains 100 questions to be answered in 2 hours.

Form Codes: SQ490, SR490, SY490, SZ490

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Lifespan Developmental Psychology
Level: Lower-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu

EXAM CONTENT OUTLINE

The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. The Study of Lifespan Development – 12%
   a. Models and Theories
   b. Research Methods
   c. Ethical Issues

II. Biological Development – 18%
   a. Genetic Factors (including counseling)
   b. Prenatal Development and Birth
   c. Physical Development (nutrition, health)
   d. Motor Development
   e. Sexual Development
   f. Neurological Development
   g. Sensory Development
   h. Aging Process
   i. Dying and Death

III. Perception, Learning, and Memory – 15%
   a. Perceptual Development
   b. Learning, conditioning, and modeling
   c. Memory (over the entire life span)
   d. Executive Functioning
   e. Attention and information Processing

IV. Cognition and Language – 20%
   a. Cognitive-development Theory
   b. Problem solving
   c. Intelligence and intelligence testing, including criticism
   d. Language development and theories
V. Social, Emotional, and Personality Development – 35%
   a. Personality and Emotional development
   b. Social behaviors and development
   c. Singlehood, cohabitation, marriage and family
   d. Extra familial Settings (e.g., day-care, school, nursing home, hospice, college)
   e. Occupational development and retirement
   f. Adjustment to life changes and stresses
   g. Bereavement and loss

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Sources for study material are suggested but not limited to the following:


SAMPLE QUESTIONS
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. According to Erik Erikson, the first stage of psychosocial development deals primarily with the development of
   a. autonomy
   b. industry
   c. initiative
   d. trust

2. Which of the following neonatal reflexes is most closely related to feeding?
   a. Babinski
   b. Moro
   c. Palmer
   d. Rooting

3. Which of the following has NOT proposed a stage theory of development?
   a. B.F. Skinner
b. Jean Piaget  
c. Lawrence Kohlberg  
d. Sigmund Freud

4. A distinct advantage of a longitudinal research design is that it  
   a. is economical for investigating behavioral consistencies across situations  
   b. Enables the researcher to study the behavior of individuals over time  
   c. Automatically controls for the selective dropout of experimental subjects  
   d. Allows the researcher to gather data on a given cohort at one point in time

5. Which of the following theorists proposed that early language development is primarily the result of innate factors?  
   a. B.F. Skinner  
   b. Albert Bandura  
   c. Jean Piaget  
   d. Noam Chomsky

6. Research suggests that sex differences in behavior occur most consistently in which of the following areas?  
   a. Verbal comprehension  
   b. Aggression  
   c. Emotionality  
   d. Independence

7. All of the following statements regarding intellectual decline in elderly persons are true EXCEPT:  
   a. It occurs most often in mental activities involving quick reactions.  
   b. It can occur in the absence of a detectable disease.  
   c. It occurs primarily among individuals of above average intelligence.  
   d. The greatest decline tends to occur in the years just preceding death.

8. According to David Elkind, egocentrism during adolescence is most likely to be manifested in which of the following ways?  
   a. Creation of an imaginary audience  
   b. Unwillingness to share with one’s peers  
   c. Cheating in highly competitive situations  
   d. Attention-getting behavior

9. Jennifer is known to be a Level 1 in Kohlberg’s stages of moral reasoning. She is most likely to believe that it is wrong to steal because the person who steals  
   a. gets punished  
   b. disobeys the law  
   c. lacks respect for others’ rights  
   d. is seen as unpopular by most people

10. Which of the following is a correct generalization regarding the adolescent growth spurt?  
   a. It starts between the ages of 15 and 18 years  
   b. It is unaffected by nutritional factors  
   c. It is prolonged among first-born children  
   d. It occurs earlier in girls than in boys
11. Anne and Richard are married and have three children. Their older son lives in a distant locale, their second son is in college, and their daughter attends a local public high school. According to Evelyn Duvall, which of the following terms best characterizes Anne’s and Richard’s period of parenthood?
   a. Launching
   b. Authoritative
   c. Nurturing
   d. Empty nest

12. Which of the following best describes the impact of aging on long-term memory?
   a. It decreases for long-ago events
   b. It decreases for recent events
   c. It increases for long-ago events
   d. It increases for recent events

Answers to sample questions:
1-D; 2-D; 3-A; 4-B; 5-D; 6- B; 7-C; 8-A; 9-A; 10-D; 11-A; 12-B


**EXAM INFORMATION**

This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. DSST Human Resource Management is a multiple-choice exam designed to evaluate whether candidates possess the knowledge and understanding that would be gained by taking a lower level college course in human resource management which includes the following content: overview of the human resource management field; human resource planning, staffing, training and development; performance appraisals; compensation issues; safety and security issues; employment law; and labor relations.

The exam contains 100 questions to be answered in 2 hours.

**Form Codes:** SQ530, SR530, SY530, SZ530

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**EXAM CONTENT OUTLINE**

The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

**I. An Overview of the Human Resource Management Field – 8%**
   a. Historical development
   b. Human resource functions
   c. The role and qualification of the human resource manager
   d. Ethical aspects of human resource decision making

**II. Human Resource Planning – 9%**
   a. Strategic human resource issues
   b. Workforce diversity and inclusion
   c. Job analysis and job design

**III. Staffing / Talent Acquisition – 11%**
   a. Recruiting
   b. Selection
   c. Promotions and transfers
   d. Reduction-in-force
   e. Voluntary turnover, retirement and succession planning

**IV. Training and Development – 8%**
   a. Onboarding
   b. Career planning
   c. Principles of learning
   d. Training programs and methods (e.g., Needs assessment, evaluation etc.)
   e. Development programs

**V. Performance Management (Appraisals) – 12%**

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**CREDIT RECOMMENDATIONS**

The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

**Area or Course Equivalent:** Human Resource Management

**Level:** Lower-level baccalaureate

**Amount of Credit:** 3 Semester Hours

**Minimum Score:** 400

**Source:** www.acenet.edu

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a. Reasons for performance evaluation  
b. Techniques  
c. Challenges

VI. Compensation and Benefits / Total Rewards – 12%
   a. Job evaluation  
b. Wage and salary administration  
c. Compensation systems (e.g. Performance – related pay, executive compensation etc.)  
d. Benefits – mandatory and voluntary

VII. Safety and Health – 9%
   a. Occupational accidents and illness  
b. Quality of work life and wellness  
c. Workplace security

VIII. Employment Law – 16%
   a. Equal employment opportunity laws (e.g., Civil Rights Act Title VII, ADA, ADEA)  
b. Compensation and benefits related laws (e.g., ERISA, FMLA, FLSA)  
c. Health, safety and employee rights laws (e.g., OSHA, WARN)

IX. Labor Relations – 10%
   a. Role of labor unions  
b. Labor laws (e.g., NLRA, Taft-Hartley Act, Civil Service Reform Act)  
c. Collective bargaining  
d. Unionized versus non-unionized work settings  
e. Contract management

X. Current Issues and Trends – 5%
   a. Human resource information systems  
b. Changing patterns of work relationships (e.g., virtual office, contingent workers, autonomous work groups)  
c. Global HR environment  
d. Social Media  
e. Corporate social responsibility and sustainability

REFERENCES
Below is a list of reference publications that were either used as a reference to create the exam, or were used as textbooks in college courses of the same or similar title at the time the test was developed. You may reference either the current edition of these titles or textbooks currently used at a local college or university for the same class title. It is recommended that you reference more than one textbook on the topics outlined in this fact sheet.

You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:


Rev 3/2017
SAMPLE QUESTIONS
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. Specific standardized questions are used primarily in which of the following types of interviews?
   a. Patterned or structured
   b. Nondirective
   c. Group or board
   d. Stress

2. Organizational or companywide incentive plans include all of the following EXCEPT:
   a. Employee stock ownership plans (ESOP’s)
   b. Scanlon plans
   c. Profit-sharing plans
   d. Standard-hour plans

3. Which of the following theories of employee motivation distinguishes between “satisfiers” and “dissatisfiers”?
   a. Herzberg’s Maintenance Theory
   b. Maslow’s Need Hierarchy
   c. McClelland’s Achievement Theory
   d. McGregor’s Theory X and Theory Y

4. A full-time employee of a local union is generally known as a:
   a. Shop steward
   b. National representative
   c. Business agent
   d. Union organizer

5. Which of the following programs frequently uses simulation to train employees?
   a. Apprenticeship training
   b. On-the-job training
   c. Job instruction training
   d. Vestibule training

6. Which of the following statements is NOT true about exempt employees?
   a. They are subject to the overtime provision of the Fair Labor Standards Act.
   b. They are permitted to bargain collectively under the provisions of the Tart-Hartley Act.
   c. They are permitted to have flexible work schedules.
   d. They are paid hourly wage rates.

7. A job specification is usually a written document that:
   a. Specifies how a job is to be done
   b. Outlines the specific duties of a job
   c. Lists the employee characteristics required to perform a job
   d. Describes the process used to obtain specific job information

8. Which of the following performance appraisal methods does NOT require the supervisor to compare the
performances of subordinate employees in the unit?
   a. The forced-choice method
   b. The forced-distribution method
   c. The paired-comparison method
   d. The ranking method

9. The Hay Plan is best known as
   a. An incentive plan
   b. A job evaluation plan
   c. A pension plan
   d. A performance evaluation plan

Answers to sample questions:
EXAM INFORMATION
This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. This exam covers topics such as disaster recovery, operational and network security, authentication, authorization, access controls, application and systems security.

The exam contains 100 questions to be answered in 2 hours.

Form Codes: SQ013, SR013, SY013, SZ013

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Fundamentals of Cybersecurity
Level: Upper-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu

EXAM CONTENT OUTLINE
The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. Application & Systems Security – 15%
   a. Security Triad
   b. Accountability & non-repudiation
   c. Fundamentals of Cryptography
   d. Security development life cycle
   e. Best practices for migration from development environment to production
   f. Anti-virus protection and malware detection

II. Authentication, Authorization, & Access Controls – 12%
   a. Implementing authentication technologies
   b. Authorization
   c. Access controls

III. Policies, Compliance, & Governance – 12%
   a. Security architecture
   b. Risk assessment
   c. Outsources process governance
   d. Ethics and legal

IV. Operational Security – 10%
   a. Securing and monitoring the production environment
   b. Policies, standards and procedures

V. Network Security – 20%
   a. Protocols and services
   b. Analysis tools and management
   c. Infrastructure
   d. Wireless

VI. Vulnerability Management – 15%
a. Testing the network  
b. Recognizing and mitigating threats  
c. Tools  

VII. Physical & Environmental Security – 6%  
   a. Physical access controls and management  
   b. Environmental controls  

VIII. Disaster Recovery & Business Continuity – 10%  
   a. Fire backup, retention, offsite storage, archiving  
   b. Business impact analysis  
   c. Disaster recovery planning  
   d. Business continuity planning  
   e. Plan testing and maintenance  

REFERENCES  
Below is a list of reference publications that were either used as a reference to create the exam, or were used as textbooks in college courses of the same or similar title at the time the test was developed. You may reference either the current edition of these titles or textbooks currently used at a local college or university for the same class title. It is recommended that you reference more than one textbook on the topics outlined in this fact sheet.  

You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.  

Sources for study material are suggested but not limited to the following:  


SAMPLE QUESTIONS  
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.  

1. A company needs to digitally sign all of the data sent to its customers. What should the administrator use to digitally sign the data?  
   a. Asymmetric Keys  
   b. Standard Keys  
   c. Symmetric Keys  
   d. Quantitative Keys  

2. What standard does a Certificate Authority (CA) use to create a certificate?  
   a. X.509  
   b. X.802  
   c. X.423  
   d. X129  

3. The concept of comparing the best practices and performance metrics of other companies with a similar process is known as  

Rev 3/2017
a. Benchmarking
b. Gap Analysis
c. Baselining
d. Quantifying

4. If an intrusion detection system wanted to only monitor web traffic, what would the rules filter on?
   a. IP Address
   b. Port
   c. User Name
   d. Destination Name

5. What security technique can be used to identify malicious HTTPS (Secure Hyper Text Transport Protocol) tunnels?
   a. Detection inspection
   b. Context inspection
   c. Plain HTTP inspection
   d. SSL inspection

Answers to sample questions:
1-A; 2-A; 3-A; 4-B; 5-D
EXAM INFORMATION
This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. This exam covers topics such as historical development, counseling relationship, theoretical approaches, counselor roles and functions, career development, etc.

The exam contains 100 questions to be answered in 2 hours.

Form Codes: SQ562, SR562, SY562, SZ562

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Fundamentals of Counseling
Level: Lower-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu

EXAM CONTENT OUTLINE
The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. Historical Development – 5%
   a. Historical events and significant influences
   b. Significant people

II. Counselor Roles and Functions – 23%
   a. Counseling as a profession
   b. Role expectations in different counseling settings
   c. Professional associations
   d. Group Approaches
   e. Family counseling
   f. Individual counseling

III. The Counseling Relationship – 12%
   a. The therapeutic alliance
   b. Counselor characteristics and skills
   c. Ethical and legal issues

IV. Theoretical Approaches – 24%
   a. Psychodynamic
   b. Humanistic and experiential
   c. Cognitive – Behavioral
   d. Behavioral
   e. Systems
   f. Postmodern approaches

V. Social and Cultural Foundations – 12%
   a. Multicultural Issues (e.g. religion, race, ability, gender and gender identity, sexual orientation, ethnicity, socioeconomics, spiritual, nontraditional approaches etc.)
b. Discrimination issues (e.g. gender and gender identity, age, sexual orientation, disability, AIDS, managed care etc.)
c. Societal concerns (e.g. substance abuse, physical and sexual abuse, stress, violence)

VI. Career Development – 6%
   a. Theories
   b. Decision making models
   c. Career information resources

VII. Human Growth and Development – 8%
   a. Child development
   b. Adolescent development
   c. Adulthood

VIII. Assessment and Appraisal Techniques – 10%
   a. Testing and measurement
   b. Models of assessment
   c. Diagnostic and statistical manual for mental disorders (DSM-V)

REFERENCES
Below is a list of reference publications that were either used as a reference to create the exam, or were used as textbooks in college courses of the same or similar title at the time the test was developed. You may reference either the current edition of these titles or textbooks currently used at a local college or university for the same class title. It is recommended that you reference more than one textbook on the topics outlined in this fact sheet.

You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:


SAMPLE QUESTIONS
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. Historically, guidance and counseling services were first concerned with
   a. Educational placement
   b. Test appraisal
   c. Personal concerns
   d. Vocational placement
2. Counseling effectiveness is primarily based on the
   a. Relationship between client and counselor
   b. Similarity in ages between client and counselor
   c. Counselor’s self-understanding
   d. Counselor's understanding of human development

3. A primary function of a counselor in the initial stages of assisting a client in career planning is to encourage
   a. Continuing education
   b. Selecting a specific occupation
   c. Seeking the highest possible professional level
   d. Exploring a wide range of occupations

4. Research shows that a counselor can be most effective when providing services for a client who is a member of a minority group if the counselor
   a. is both knowledgeable and responsive to cultural differences
   b. Is a member of the client's minority group
   c. Has lived with the client's minority group for a period of time
   d. Has had cross-cultural training

5. A basic assumption of the client-centered counseling theory is that
   a. The counselor should assume a directive role
   b. The counselor should assume a passive role
   c. Every client possesses potential for growth
   d. Every client behavior has a distinct psychological purpose

6. The concept of reinforcement is most often associated with
   a. Client-centered counseling
   b. Behavioral counseling
   c. Psychoanalytical counseling
   d. Gestalt counseling

7. Most adolescents seek social acceptance and recognition through contact with
   a. Other adolescents
   b. Teachers
   c. Parents
   d. Young adults

8. Test reliability is best defined as
   a. The consistency of measurements obtained
   b. The estimate of the size of the test score error
   c. The test measuring what it is designed to measure
   d. A comparative score to which an individual's test performance can be related

9. The ethical standards code of the American Counseling Association (ACA) stresses that a counselor's primary responsibility is to
   a. The institution or agency of employment
   b. The professional organization
   c. The client
   d. Society
10. “Therapy groups” is the term usually given to groups in which the emphasis is on the
   a. Similarity of the members’ problems
   b. Differences among the members’ problems
   c. Common expectations of the members
   d. Personal change and development of the members

Answers to sample questions:
1-D; 2-A; 3-D; 4-A; 5-C; 6-B; 7-A; 8-A; 9-C; 10-D
EXAM INFORMATION
This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. This exam covers topics such as complex numbers, algebraic operations, equations and inequalities, and properties of functions and their graphs.

The exam contains 100 questions to be answered in 2 hours. The use of a non-programmable calculator is permitted in this exam.

Form Codes: SQ424, SR424, SY424, SZ424

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Fundamentals of College Algebra
Level: Lower-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu

EXAM CONTENT OUTLINE
The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. Fundamental Algebraic Operations – 20%
   a. Operations with algebraic expressions
   b. Operations with polynomials (including factoring and expanding polynomials)
   c. Rational expressions
   d. Operations with positive, negative and fractional exponents

II. Complex Numbers – 4%
    a. Conjugate
    b. Basic Operations

III. Equations and Inequalities – 44%
    a. Linear equations and inequalities
    b. Quadratic equations and inequalities (including quadratic forms and solving quadratic inequalities)
    c. Absolute value equations and inequalities
    d. Systems of linear equations and inequalities
    e. Exponential and logarithmic equations
    f. Equations involving radicals

IV. Properties of Functions and their Graphs – 32%
    a. Coordinate systems
    b. Domain and range
    c. Operations of functions
    d. Inverse functions
    e. Linear functions
f. Quadratic functions
g. Polynomial functions
h. Rational functions
i. Exponential and logarithmic functions

REFERENCES
Below is a list of reference publications that were either used as a reference to create the exam, or were used as textbooks in college courses of the same or similar title at the time the test was developed. You may reference either the current edition of these titles or textbooks currently used at a local college or university for the same class title. It is recommended that you reference more than one textbook on the topics outlined in this fact sheet.

You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:


SAMPLE QUESTIONS
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. If \( x^2 \neq 1 \), then
\[
\frac{1}{x^2 - 1} + \frac{1}{x + 1} =
\]
   a. \( \frac{2}{x^2 + x} \)
   b. \( \frac{x + 2}{x^2 - 1} \)
   c. \( \frac{x}{x^2 - 1} \)
   d. \( \frac{1}{x^2} + \frac{1}{x} \)

2. Which of the following is a solution of the equation \( x^2 + 3x - 2 = 0 \)?
   a. \( \frac{2}{3 - \sqrt{17}} \)
   b. \( \frac{2}{3 + \sqrt{17}} \)
   c. \( \frac{-3 + \sqrt{17}}{2} \)
   d. \( -3 + \sqrt{5} \)
3. An experimental formula for the number of hours of sleep a child needs is $S = 13.5 - (y/3)$, where $S$ is the number of hours of sleep needed and $y$ is the age of the child in years. According to this formula, with each passing year, a child needs
   a. $1/3$ hour less sleep
   b. $1/3$ hour more sleep
   c. 1 hour less sleep
   d. 1 hour more sleep

4. $\sqrt[3]{48a^3b^4} =$
   a. $4ab^2 \sqrt[3]{a}$
   b. $8ab^2 \sqrt[3]{a}$
   c. $24ab^2 \sqrt[3]{a}$
   d. $16a^2b^4 \sqrt[3]{3}$

5. Which of the following could be the equation of the graph below?

   ![Graph](image)

   a. $y = 2x^2$
   b. $y = -x^2 + 2$
   c. $y = x^2 + 2$
   d. $x = y^2 + 2$

Answers to sample questions:
1-C; 2-C; 3-A; 4-A; 5-C
EXAM INFORMATION
This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. This exam covers topics such as ecological concepts, environmental impacts and conservation.

The exam contains 100 questions to be answered in 2 hours.

Form Codes: SR510, SQ510, SY510, SZ510

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Environmental Science
Level: Lower-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu

EXAM CONTENT OUTLINE
The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. Ecological Concepts – 30%
   a. Ecosystems
   b. Organism Relationships
   c. Biodiversity
   d. Trophic relationships (e.g. food chain; food web)
   e. Energy flows and cycles
   f. Biomes
   g. Population biology
   h. Evolution
   i. Ecological succession

II. Environmental Impacts – 25%
   a. Human population dynamics
   b. Global climate change
   c. Pollution – physical, chemical, and biological aspects
   d. Agricultural
   e. Industrial
   f. Habitat destruction
   g. Land degradation

III. Environmental Management and Conservation – 25%
   a. Renewable and nonrenewable resources
   b. Agricultural practices
   c. Pesticides and pest control
   d. Soil conservation and land use practices
   e. Air pollution control
   f. Water quality and supply
   g. Wastewater treatment
   h. Solid and hazardous waste
i. Environmental risk assessment

IV. Social Processes and the Environment – 20%
   a. Environmental justice
   b. Policy, planning and decision making
   c. Global environmental governance
   d. Differing culture and societal values

REFERENCES

Below is a list of reference publications that were either used as a reference to create the exam, or were used as textbooks in college courses of the same or similar title at the time the test was developed. You may reference either the current edition of these titles or textbooks currently used at a local college or university for the same class title. It is recommended that you reference more than one textbook on the topics outlined in this fact sheet.

You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:


SAMPLE QUESTIONS

All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. The primary factor that determines the location and kind of biomes is
   a. climate
   b. soil
   c. altitude
   d. latitude

2. The oceans play a key role in the recycling of carbon and oxygen because of the productivity of
   a. fish
   b. marine mammals
   c. phytoplankton
   d. zooplankton

3. Early human populations increased rapidly with the widespread adoption of which of the following practices?
   a. Hunting
   b. Fishing
4. Concentrations of carbon dioxide, infrared energy, methane, and water vapor are major contributing factors to
   a. thermal air inversion
   b. the greenhouse effect
   c. urban smog
   d. acid rain

5. Catalytic converters are used to remove chemicals that contribute to
   a. lead poisoning
   b. carbon dioxide asphyxiation
   c. photochemical smog
   d. chlorofluorocarbon (CFC) pollution

6. Which of the following countries, with a total fertility rate of less than 2.0, is said to be at "zero population growth"?
   a. Thailand
   b. India
   c. Zimbabwe
   d. Sweden

7. An oak tree is an example of which of the following?
   a. Primary producer
   b. Primary consumer
   c. Secondary consumer
   d. Decomposer

8. Incomplete combustion in automobile engines releases which of the following into the atmosphere?
   a. Radon
   b. Carbon tetrachloride
   c. Asbestos
   d. Hydrocarbons

9. The combined use of fertilizers, pesticides, and hybrid seeds to increase crop yields is characteristic of which of the following?
   a. The green revolution
   b. Subsistence farming
   c. Sustainable yield agriculture
   d. Agro-forestry

10. Which of the following is used to describe all of the living and nonliving features of a given area?
    a. Community
    b. Ecosystem
    c. Biome
    d. Carrying capacity

11. Recycling of resources is most critical for the conservation of which of the following?
    a. Biomass
    b. Food
c. Minerals

d. Wildlife

12. Which of the following statements is true about the near future of the biosphere?
   a. Human population will remain stable.
   b. Coal will be the primary natural energy source.
   c. The amount of food per person will remain constant.
   d. Increased industrialization will not increase pollution.

Answers to sample questions:
1-A; 2-C; 3-B; 4-B; 5-C; 6-D; 7-A; 8-D; 9-A; 10-B; 11-C; 12-B
EXAM INFORMATION
This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. This exam covers topics such as criminal behavior, law enforcement, criminal justice system, corrections and the court system.

The exam contains 100 questions to be answered in 2 hours.

Form Codes: SQ498, SR498, SY498, SZ498

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Criminal Justice
Level: Lower-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu

EXAM CONTENT OUTLINE

The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. Criminal Behavior – 15%
   a. Defining crime (i.e., what is crime, accepted definitions of crime)
   b. Types of crime
   c. Juvenile delinquency (i.e., emergence, trends, causation)
   d. Measurement of crime and delinquency (i.e., UCR, NVCS, evaluation, survey data, research data, methods of data collection)
   e. Crime in the United states (i.e., rate, trends)
   f. Theories of crime

II. Criminal Justice System – 25%
   a. Historical origins and legal foundations (i.e., statutory, common law, case law, procedural and substantive law etc.)
   b. Crime control model versus due process model
   c. Criminal justice agencies (i.e., law enforcement, courts and corrections)

III. Law Enforcement – 20%
   a. History of policing
   b. Types of law enforcement agencies
   c. Law enforcement roles and responsibilities
   d. Issues and trends in policing
   e. The nature of law enforcement (i.e., PTSD, use of discretion, subculture and demographics (e.g., race, gender, age, etc.)

IV. Court System – 20%
   a. History of the court system
   b. Organization, structure and levels of the court system
   c. Adult and Juvenile court systems
d. Pretrial, trial and post-trial processes (e.g., bail, plea bargaining, prosecutorial discretion, judicial discretion, diversion, waiver, jury, and verdict)
e. Sentencing options and trends

V. Corrections – 20%

a. History of corrections
b. Philosophies of punishment (e.g., rehabilitation, restoration, deterrence, incapacitation, retribution)
c. Intermediate sanctions (i.e., probation, parole)
d. Adult prison facilities (i.e., administration and overcrowding)
e. Juvenile correctional facilities (i.e., types, functions, and controversies)
f. Capital punishment (i.e., controversies)
g. Inmate characteristics (i.e., subculture, gangs and demographics)
h. Issues and trends (i.e., inmate rights, security, healthcare, privatization and wrongful conviction)

REFERENCES

Below is a list of reference publications that were either used as a reference to create the exam, or were used as textbooks in college courses of the same or similar title at the time the test was developed. You may reference either the current edition of these titles or textbooks currently used at a local college or university for the same class title. It is recommended that you reference more than one textbook on the topics outlined in this fact sheet.

You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:


SAMPLE QUESTIONS

All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. The three major divisions of the criminal justice system are
   a. police, defense, and prosecution
   b. courts, prosecution, and police
   c. prosecution, defense, and courts
   d. police, courts, and corrections

2. Which of the following crimes against a person does society consider to be the most serious?
   a. manslaughter
   b. assault
   c. murder
   d. rape

3. The juvenile court in the United States is based on the doctrine of
   a. habeas corpus
b. parens patriae
c. nolo contendere
d. modus operandi

4. In the United States, which of the following types of correctional institutions typically has the poorest physical facilities and services?
a. county jail
b. halfway house
c. state prison
d. federal prison

5. All of the following are characteristics of criminal acts EXCEPT
a. criminal intent
b. insanity
c. harm to a person
d. criminal capacity

Answers to sample questions:
1-D; 2-C; 3-B; 4-A; 5-B
EXAM INFORMATION
This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. This exam covers topics such as number sense, algebraic concepts, statistics, and business applications.

The exam contains 80 questions to be answered in 2 hours. The use of a non-programmable calculator is permitted in this exam. The following four titles will be provided as a reference within the exam: The Future Value of One Dollar, The Present Value of One Dollar, The Future Value of an Annuity of One Dollar for N Years, & The Present Value of an Annuity of One Dollar. The table will appear as the first few items within the exam. It is advised that test takers “mark for review” these items so they can refer to the table throughout the exam.

Form Codes: SQ812, SR812, SY812, SZ812

EXAM CONTENT OUTLINE
The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. Number Sense – 5%
   a. Percentages, Fractions, and Decimals

II. Algebraic Concepts – 16%
   a. Linear equations and inequalities
   b. Simultaneous linear equations
   c. Quadratic equations and functions
   d. Graphing equations and evaluating functions

III. Statistics – 14%
   a. Central tendency
   b. Expected value
   c. Weighted averages
   d. Dispersion
   e. Probability distributions
   f. Percentiles

IV. Business Applications – 49%
   a. Index numbers
   b. Interest
   c. Depreciation / salvage value
   d. Discounts and credit terms

CREDIT RECOMMENDATIONS
The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Business Mathematics
Level: Lower-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu
e. Installment purchases, promissory notes and other loans
f. Markup/markdown
g. Taxes (e.g., Payroll, income, sales tax, property tax)
h. Cost calculations (e.g., gross and net pay, fixed and variable costs)
i. Breakeven analysis (algebraically and graphically)
j. Financial ratio calculation and analysis
k. Interpretation of graphical representations (and misuse of data)
l. Extrapolation and Interpolation
m. Unit conversions (e.g., currency)
n. Investment performance measures (e.g., p/e ratios, yield factors, rates of return)
o. Cost minimization/value optimization
p. Inventory valuation

V. Financial Mathematics – 16%
   a. Annuities and present value
   b. Amortization and future value
c. Annual percentage rate
d. Effective annual rate

REFERENCES
Below is a list of reference publications that were either used as a reference to create the exam, or were used as textbooks in college courses of the same or similar title at the time the test was developed. You may reference either the current edition of these titles or textbooks currently used at a local college or university for the same class title. It is recommended that you reference more than one textbook on the topics outlined in this fact sheet.

You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:


SAMPLE QUESTIONS
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. If graphed over the last 100 years, which of the following graphs would show a curve that is decreasing?
   a. Percentage of adult Americans who smoke
   b. Population of the United States
   c. Amount of U.S. national debt
   d. Number of Americans who drive cars

2. During one month, Jane works 42 hours during the first week and 40 hours during the second week. Her regular pay is $7.50 per hour for 35 hours per week, and she is paid time and one half for each hour worked in excess of 35 hours. Her FICA deduction is 6.25 percent and her federal income tax is deducted at a rate of 25 percent. If she pays no other taxes, what is her net pay for the first two weeks of the month?
a. $422.81  
b. $453.75  
c. $461.25  
d. $576.56

3. In Year 1, a company used 120,000 gallons of fuel oil at a cost of $0.75 per gallon. In Year 2, the company used 150,000 gallons at a cost of $0.80 per gallon. By what percentage did the company’s total fuel cost increase Year 2 over Year 1?
   a. -25.0%  
   b. 6.7%  
   c. 25.0%  
   d. 33.3%

4. Given five numbers, which of the statements below is always true?
   a. The arithmetic mean cannot be smaller than the largest one of the numbers.  
   b. The arithmetic mean cannot be smaller than the smallest two of the numbers.  
   c. The arithmetic mean cannot be smaller than the median.  
   d. The arithmetic mean cannot be smaller than three of the numbers.

5. A jewelry store wants to sell five diamonds for $1,200 per carat. If the weights of the diamonds are 1/4, 5/6, 3/7, and ½ carats, what is their total value?
   a. $2,400  
   b. $2,750  
   c. $2,800  
   d. $2,814

6. What is the current yield of a 3 percent bond with a face (par) value of $1,000 if it is quoted at a deep discount price of 6 ½ percent?
   a. 3.5%  
   b. 9.5%  
   c. 19.5%  
   d. 46.2%

7. A company has five employees and reports its salary averages as a median. If the salary range is $29,000 and the average salary is $20,000, which of the following salary listings could represent the company?
   a. $12,000; $14,000; $20,000; $25,000; $29,000  
   b. $15,000; $19,000; $20,000; $23,000; $29,000  
   c. $18,000; $19,000; $20,000; $29,000; $47,000  
   d. $20,000; $20,000; $20,000; $23,000; $29,000

8. A new car is going to cost the buyer $12,345.67. The buyer intends to make a down payment and finance the balance with equal payments of $400 at the end of each of the next 30 months. If the loan interest is 12 percent, compounded monthly, what is the amount of the down payment?
   a. $256  
   b. $1,568  
   c. $2,022  
   d. $2,680

Answers to sample questions:
1-A; 2-B; 3-D; 4-B; 5-D; 6-D; 7-C; 8-C
EXAM INFORMATION

This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. This exam covers topics such as business ethics, corporations, social responsibilities, regulation, and employer-employee relations.

The exam contains 100 questions to be answered in 2 hours.

Form Codes: SQ475, SR475, SY475, SZ475

CREDIT RECOMMENDATIONS

The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Business Ethics & Society
Level: Lower-level baccalaureate
Amount of Credit: 3 Semester Hours
Minimum Score: 400
Source: www.acenet.edu

EXAM CONTENT OUTLINE

The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

I. The Importance of Business Ethics – 7%
   a. Fundamentals of business ethics i.e. profit-motive
   b. Issues raised by business scandals, fraud and insider trading
   c. Ethical leadership

II. Moral Philosophies and Business Ethics – 12%
   a. Social and psychological contract theories
   b. Moral development
   c. Philosophies e.g. egoism, relativism, utilitarianism, etc.

III. Corporations and Stakeholders – 12%
   a. Relationship with stockholders
   b. Relationship with employees
   c. Corporations and consumers
   d. The corporation within the community and the public good

IV. Social Responsibilities of a Business – 10%
   a. Moral and ethical stances
   b. Individual responsibilities within a business
   c. Global responsibilities of a business
   d. Sustainable business growth and environmental responsibility

V. Regulation of Business – 8%
   a. Theoretical issues
   b. Business and politics i.e. political contributions, conflicts of interest etc.
   c. Governmental control over business activities

VI. Employer-Employee Relations – 25%
   a. Confidentiality and whistle-blowing
   b. Discrimination and affirmative action
c. Sexual harassment
d. Duties of corporate officers i.e. workplace safety etc.
e. Labor relations i.e. unions, at-will, etc.

VII. Ethics of Information and Information Technology – 12%
   a. Marketing and advertising
   b. Spying
   c. Privacy issues/concerns
   d. Control of proprietary information

VIII. Business Ethics in a Global Economy – 14%
   a. Corporate citizenship
   b. Ethics in transnational corporations
   c. Outsourcing and off-shoring
   d. Ethical standards in different countries
   e. Fair trade laws and standards (e.g. WTO, NAFTA etc)

REFERENCES
Below is a list of reference publications that were either used as a reference to create the exam, or were used as textbooks in college courses of the same or similar title at the time the test was developed. You may reference either the current edition of these titles or textbooks currently used at a local college or university for the same class title. It is recommended that you reference more than one textbook on the topics outlined in this fact sheet.

You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:


SAMPLE QUESTIONS
All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. Business ethics deals with
   a. Morality
   b. Ethnicity
   c. Economics
d. Philanthropy

2. What contemporary business practice is most similar to utilitarian reasoning?
   a. Truth in lending
   b. Cost-benefit analysis
   c. Truth in advertising
   d. The customer is always right

3. Which form of "bribe" offered to an official in a foreign country is understood to be acceptable under the Foreign Corrupt Practices Act of 1977?
   a. Payments made to police officers to get them to overlook minor infractions
   b. Payments made to judges to get them to rule against guilty parties
   c. Payments made to bureaucrats to get them to expedite their assigned tasks
   d. Payments made to lawmakers to get them to vote for favorable legislation

4. According to Boatwright, which of the following could best describe a living wage?
   a. The wages offered by the employer
   b. The wage at which an employee will work
   c. A wage that is considered poverty level income
   d. Wages that enables a worker to support a family with dignity

5. An emerging view of corporate whistle-blowing practices regards them as justified, particularly when an employee's
   a. duty of loyalty outweighs obligations of confidentiality
   b. obligation under the law outweighs the right to privacy
   c. right to security outweighs the responsibility to prevent harm
   d. responsibility to the public outweighs duties to an employer

6. Under the Equal Employment Opportunity Commission's definition of sexual harassment, which of the following is a category of harassment?
   a. Glass ceiling
   b. Quid pro quo
   c. Absenteeism
   d. Comparable worth

7. Which act provides whistle-blowers with the greatest protection?
   a. False Claims Act
   b. Sarbanes-Oxley Act
   c. The Civil Rights Act
   d. The Government Protection Act

8. Byron has started a new position as an accountant at company XYZ. Company XYZ maintains medical records on employees in order to administer benefit plans or to monitor occupational health and safety. No health and safety issues are associated with Byron's position. Which of the following individuals should have access and is justified in obtaining Byron's medical information?
   a. Tara, the CEO of company XYZ, who has access to all of the medical records
   b. Heather, the HR generalist, who administers the company health insurance plan
   c. Bill, Byron's first-line supervisor, who will use the information for Byron's performance evaluation
   d. Tom, Byron's supervisor and vice president of the division, who will use the information to determine future promotions

9. A corporation may be excused from the requirements of the Worker Adjustment and Retraining Notification Act (WARN) if immediate layoffs were
   a. accompanied by outplacement benefit programs

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b. a response to declining levels of employee productivity

10. Sustainable development requires that human society use natural resources at a rate that can be continued over a(n)
   a. indefinite period
   b. protected period
   c. renewable period
   d. sustainable period

Answers to sample questions:
1-A; 2-B; 3-C ; 4-D; 5-D; 6-B; 7-B; 8-B; 9-C; 10-A.