UEXCEL®

STUDY.LEARN.SUCCEED.

TAKE ADVANTAGE OF ONLINE PRACTICE EXAMS

SEE PAGE ii FOR DETAILS

BUSINESS ETHICS

Official Content Guide

CREDIT HOURS	LEVEL
3	Lower

2014–2015

Use this guide if you are planning to test between October 1, 2014 and September 30, 2015.

If you are planning to test on or after October 1, 2015, you should also obtain the revised version of this guide which will be available in late summer 2015. You may access the revised version online from our website.

CONTENTS

Preparing for the Exam **1**
Before You Choose This UExcel Exam **1**
Uses for the Examination 1
Examination Length and Scoring 1
UExcel Exam Resources **1**
Excelsior College Bookstore 1
UExcel Practice Exams 1
Open Educational Resources 2
Excelsior College Library 2
Online Tutoring 2
MyExcelsior Community 2
Preparing for UExcel Exams **2**
How Long Will It Take Me to Study? 2
Study Tips 2
Using UExcel Practice Exams 3
About Test Preparation Services 3
Preparing for This Exam **3**
Prior Knowledge 3
Using the Content Outline 3
Using the Sample Questions and Rationales 3
Recommended Resources for the UExcel Exam in Business Ethics **4**
Textbooks 4
Open Educational Resources 4
Content Outline **5**
General Description of the Examination 5
Learning Outcomes 5
Content Outline 6
Sample Questions **11**
Rationales **12**
Taking the Exam **14**
Registering for Your Exam **14**
Register Online 14
Register By Phone 14
Examination Administration 14
Computer-Delivered Testing 14
On the Day of Your Exam **14**
On the Day of Your Exam 14
Academic Honesty Nondisclosure Statement 14
Information about UExcel exams for Colleges and Universities 15

Copyright © 2014 Excelsior College. All rights reserved. "Excelsior College" is a registered servicemark of Excelsior College. All rights reserved.

SECTION ONE

Preparing for the Exam

Before You Choose This UExcel Exam

Uses for the Examination

Excelsior College, the test developer, recommends granting three (3) semester hours of lower-level undergraduate credit to students who receive a letter grade of C or higher on this examination. Other colleges and universities also recognize this exam as a basis for granting credit or advanced standing. Individual institutions set their own policies for the amount of credit awarded and the minimum acceptable score.

Exam-takers **enrolled** in an Excelsior College degree program should ask their academic advisor where this exam fits within their degree program.

Exam-takers **not enrolled** in an Excelsior College degree program should check with the institution from which they wish to receive credit to determine whether credit will be granted and/or to find out the minimum grade required for credit.

Examination Length and Scoring

The examination consists of approximately 100 four-option multiple-choice questions, some of which are unscored, pretest questions. The pretest questions are embedded throughout the exam, and they are indistinguishable from the scored questions. It is to your advantage to do your best on all of the questions. You will have two (2) hours to complete the examination. Your score will be reported as a letter grade.

UExcel Exam Resources

Excelsior College Bookstore

The Excelsior College Bookstore offers recommended textbooks and other resources to help you prepare for UExcel exams.

The bookstore is available online, at:
www.excelsior.edu/bookstore

Bookstore staff are available, Eastern time:
Monday–Thursday: 7:00 AM – 9:00 PM
Friday: 7:00 AM – 6:00 PM
Saturday: 8:00 AM – 5:00 PM
Sunday: noon – 4:00 PM

Phone: 800-325-3252 (International 573-441-9179)
Fax: 800-325-4147 (International 573-446-5254)

UExcel Practice Exams

The official UExcel practice exams are highly recommended as part of your study plan. Once you register for your UExcel exam, you are eligible to purchase the corresponding practice exam, which can be taken using any computer with a supported Web browser. Each practice exam includes two forms that you may take within a 90-day period.

Open Educational Resources

Open Educational Resources (OER) are learning materials that are freely available to learners via the Web. These materials may include brief lessons on very specific topcs, e-textbooks, and podcasts, and even university courses you can download. These resources can introduce you to new information, broaden your knowledge of particular subject matter, and enrich your understanding of exam and course topics.

Excelsior College Library

Access millions of authoritative resources online through the Excelsior College Library. Created through our partnership with the Sheridan Libraries of The Johns Hopkins University, the library provides access to journal articles, books, websites, databases, reference services, and many other resources. Special library pages relate to the nursing degree exams and other selected exams. **The library is available to enrolled Excelsior College students only.** To access it, visit www.excelsior.edu/library (login is required).

Our library provides:

- 24/7 availability
- Millions of the world's most current authoritative resources
- Help and support from staff librarians

Online Tutoring

Enrolled Excelsior College students can use this service (available through SMARTHINKING™) to connect with tutors who have been trained in a variety of academic subjects. For details, log on to your MyExcelsior page, find the Resources tab, and click on the link under Free Tutoring – Smarthinking.

MyExcelsior Community

MyExcelsior Community enables Excelsior College students and alumni to interact with their peers online. As members, students can participate in real-time chat groups, join online study groups, buy and sell used textbooks, and share Internet resources. **Enrolled students have automatic access from their MyExcelsior page.**

Preparing for UExcel Exams

How Long Will It Take Me to Study?

A UExcel exam enables you to show that you've learned material comparable to one or more 15-week, college-level courses. As an independent learner, you should study and review as much as you would for a college course. For a three-credit course in a subject they don't know, most students would be expected to study nine hours per week for 15 weeks, for a total of 135 hours.

Study Tips

Become an active user of the resource materials. Aim for understanding rather than memorization. The more active you are when you study, the more likely you will be to retain, understand, and apply the information.

The following techniques are generally considered to be "active learning":

- ***preview or survey*** each chapter
- ***highlight or underline text*** you believe is important
- ***write questions or comments*** in the margins
- ***practice re-stating content*** in your own words
- ***relate what you are reading*** to the chapter title, section headings, and other organizing elements of the textbook
- ***find ways to engage*** your eyes, your ears, and your muscles, as well as your brain, in your studies
- ***study with a partner or a small group*** (if you are an enrolled student, search for partners on MyExcelsior Community)
- ***prepare your review notes*** as flashcards or create recordings that you can use while commuting or exercising

When you feel confident that you understand a content area, review what you have learned. Take a second look at the material to evaluate your understanding. If you have a study partner, the two of you can review by explaining the content to each other or writing test questions for each other to answer. Review questions from textbook chapters may be helpful for partner or individual study, as well.

Using UExcel Practice Exams

We recommend taking the first form of the practice exam when you begin studying, to see how much you already know. After taking the first practice exam, check your performance on each question and find out why your answer was right or wrong. This feedback will help you improve your knowledge of the subject and identify areas of weakness that you should address before taking the exam. Take the second form of the practice exam after you have finished studying. Analyze your results to identify the areas that you still need to review.

Although there is no guarantee, our research suggests that students who do well on the practice exams are more likely to pass the actual exam than those who do not do well (or do not take advantage of this opportunity).

About Test Preparation Services

Preparation for UExcel® exams and Excelsior College® Examinations, though based on independent study, is supported by Excelsior College with a comprehensive set of exam learning resources and services designed to help you succeed. These learning resources are prepared by Excelsior College so you can be assured that they are current and cover the content you are expected to master for the exams. These resources, and your desire to learn, are usually all that you will need to succeed.

There are test-preparation companies that will offer to help you study for our examinations. Some may imply a relationship with Excelsior College and/or make claims that their products and services are all that you need to prepare for our examinations.

Excelsior College is not affiliated with any test preparation firm and does not endorse the products or services of these companies. No test preparation vendor is authorized to provide admissions counseling or academic advising services, or to collect any payments, on behalf of Excelsior College. Excelsior College does not send authorized representatives to a student's home nor does it review the materials provided by test preparation companies for content or compatibility with Excelsior College examinations.

To help you become a well-informed consumer, we suggest that before you make any purchase decision regarding study materials provided by organizations other than Excelsior College, you consider the points outlined on our website at **www.excelsior.edu/testprep**.

Preparing for This Exam

Prior Knowledge

No prior knowledge of business ethics is required before you study for this exam.

Using the Content Outline

Each content area in the outline includes (1) the recommended minimum hours of study to devote to that content area and (2) the most important sections of the recommended resources for that area. These annotations are not intended to be comprehensive. You may need to refer to other chapters in the recommended textbooks. **Chapter numbers and titles may differ in other editions.**

This content outline contains examples that illustrate the types of information you should study. Although these examples are numerous, do not assume that everything on the exam will come from these examples. Conversely, do not expect that every detail you study will appear on the exam. Any exam is only a broad sample of all the questions that could be asked about the subject matter.

Using the Sample Questions and Rationales

Each content guide provides sample questions to illustrate those typically found on the exam. These questions are intended to give you an idea of the level of knowledge expected and the way questions are typically phrased. The sample questions do not sample the entire content of the exam and are not intended to serve as an entire practice test.

After the sample questions, you will find rationales for them (with the correct answer printed in bold). The rationales explain why the answer is correct and the other choices are wrong. The number in parentheses at the beginning of each rationale refers to the appropriate section of the content outline. Especially if you chose one of the wrong answers, you should return to its section of the content outline for additional study.

Recommended Resources for the UExcel Exam in Business Ethics

The study materials listed below are recommended by Excelsior College as the most appropriate resources to help you study for the examination. For information on ordering from the Excelsior College Bookstore, see page 1 of this guide. You may also find resource materials in college libraries. Public libraries may have some of the textbooks or may be able to obtain them through an interlibrary loan program.

You should allow sufficient time to obtain resources and to study before taking the exam.

Textbooks

This textbook was used by the examination development committee to verify all questions on the exam.

Lussier, R.N., & Sherman, H. (2013). *Business, society and government essentials: Strategy and applied ethics* (2nd ed.) New York: Routledge.

These study materials may be purchased from the Excelsior College Bookstore.

Open Educational Resources

The Saylor Foundation provides free, high quality courses through online, self-paced, free learning resources.

Saylor Foundation Business Law and Ethics
http://www.saylor.org/course/bus205/

No complete courses matching this exam have been found, but the Saylor Foundation's Business Law and Ethics course provides useful background information in Unit 9, Business Organizations and Unit 11, Business Ethics.

The Practice Exam is available after you register for this UExcel exam.

SECTION TWO

Content Outline

General Description of the Examination

The UExcel exam in Business Ethics measures knowledge and understanding of material typically taught in an upper-level undergraduate course in business ethics. The content of the examination is designed to assess mastery of business concepts, principles, and knowledge related to business ethics. In addition to factual knowledge, the exam evaluates students' abilities to analyze and solve ethical problems, understand relationships, and interpret material. The exam may contain questions that require critical thinking and interpretation of situational factors related to the interaction of business, government, and society.

Learning Outcomes

After you have successfully worked your way through the recommended study materials, you should be able to demonstrate the following learning outcomes:

1. Explain what is meant by business ethics and discuss its relevance for business as well as other types of organizations.
2. Describe the development of individual ethical perspectives and moral development as related to personal and professional aspects of life.
3. Analyze the major issues related to corporate social responsibility and corporate citizenship.
4. Conduct analyses that apply and integrate relevant business ethics concepts to various cases using a variety of resources.
5. Describe how advances in technology impact ethics.
6. Assess how national culture influences our ethical perspectives and how organizations can effectively deal with the differences that stem from cross-cultural issues.

Content Outline

The content outline, which is similar to a syllabus, describes the various areas of the test. To fully prepare requires self-direction and discipline. Study involves careful reading, reflection, and systematic review.

The major content areas on the Business Ethics examination, the percent of the examination, and the hours to devote to each content area are listed below.

Content Area	Percent of the Examination	Hours of Study
I. Overview and Macro Issues	10%	14
II. A Managerial Perspective	10%	14
III. Internal Stakeholders' Ethical Considerations	25%	34
IV. External Stakeholders' Ethical Considerations	25%	34
V. Government as a Special External Stakeholder	20%	27
VI. International Considerations in Business Ethics	5%	7
VII. Technological Considerations in Business Ethics	5%	7
Total	**100%**	

NOTE: **Occasionally, examples will be listed for a content topic to help clarify that topic. However, the content of the examination is not limited to the specific examples given.**

I. Overview and Macro Issues

10 PERCENT OF EXAM | **14** HOURS OF STUDY

Ch. 1, The Business, Society and Government Ethical Interrelationship Stakeholder Environment

Ch. 4, Corporate Social Responsibility, Citizenship, and Diversity

A. Definition and application

1. What is ethics and how does it apply to business?
2. Does ethical behavior pay?
3. How personality traits and attitudes, moral development, and the situation affect ethical behavior
4. How people justify unethical behavior
5. Guides to ethical decisions and behavior
6. Managing ethics

B. The interaction of business, government, and society

1. How government and society affect business
2. Business, society, and government: definitions and interactions with them
3. Capitalism, pluralism, and special interest groups: personal and professional benefits

C. **The business, society, and government environment**

1. The market environment
2. The nonmarket society environment
3. The nonmarket government environment
4. The macro-environment

II. A Managerial Perspective

10 PERCENT OF EXAM | **14** HOURS OF STUDY

Ch. 2, Stakeholder and Ethical Public Affairs, Issues and Crisis Management

A. **The role of business and its managers**

1. The role of business and the responsibility to be ethical with stakeholders
2. The role of managers

B. **The stakeholder approach to management and ethics**

1. From the stockholder to the stakeholder approach
2. Stakeholder management and ethics
3. Balancing owner and other stakeholder interests

C. **Public affairs and issues management**

1. Public affairs activities and functions
2. Public affairs management
3. Issues management
4. Issues management precludes crisis management

D. **Crisis management**

1. Developing the crisis team
2. Planning — risk assessment, monitoring, and crisis prevention
3. Managing the crisis — communication
4. Analyzing post-crisis

III. Internal Stakeholders' Ethical Considerations

25 PERCENT OF EXAM | **34** HOURS OF STUDY

Ch. 3, Employees, Stockholders and Corporate Governance

Ch. 4, Corporate Social Responsibility, Citizenship, and Diversity

A. **Employer-employee relations**

1. The employment relationship
2. How the employer-employee relationship affects other stakeholders
3. The new employment relationship

B. **Management and union relations**

1. The state of the union
2. Labor legislation
3. The union-organizing process
4. Collective bargaining and government help
5. Management resistant to strikes
6. The need for management-union collaboration

C. **Employee rights**

1. Job security and due process
2. Safety and health
3. Privacy
4. Freedom of speech and whistle-blowing

D. **Diversity**

1. What is diversity and is it really important?
2. Equal employment opportunity for all
3. How minorities and women are progressing in management and professional jobs

E. **Stockholders**

1. Stockholders and the separation of power
2. Stockholder rights and protection
3. Shareholder activism

F. **Corporate governance**

1. The board of directors
2. Directors and executive compensation

IV. External Stakeholders' Ethical Considerations

25 PERCENT OF EXAM | **34** HOURS OF STUDY

Ch. 4, Corporate Social Responsibility, Citizenship, and Diversity

Ch. 6, Community, Consumerism, and the Media

Ch. 7, Strategies of Societal and Business Interest Groups

A. **Corporate social responsibility and citizenship**

1. Concepts of social responsibility and citizenship
2. Arguments for corporate social responsibility
3. Arguments against corporate social responsibility
4. Levels of corporate social responsibility
5. Corporate social performance

B. **Community**

1. Business-community interrelationship
2. Community relations departments
3. Civic engagement: community involvement programs
4. Managing community involvement

C. **The media**

1. The nature of the media
2. Media roles
3. Media ethical and social responsibility
4. The news media

D. **Consumerism**

1. The consumer movement and advocacy
2. Consumer rights
3. Consumer laws and regulations
4. Product liability

E. **Advertising**

1. Arguments for and against advertising
2. Advertising trends
3. Product information and advertising ethics
4. Advertising abuses
5. Controversial advertising
6. Advertising regulation

F. **Societal interest group activists**

1. Activists
2. The objectives and roles of activists
3. Societal interest group examples

G. **Societal business interest groups**

1. Business associations and trade groups
2. The objectives and roles of business interest groups
3. Business interest group examples

H. **Activist strategies against business**

1. Activists' assessment of likely business strategies
2. Grassroots efforts
3. Demonstrations: picketing and rallies
4. Boycotts
5. News media relations and advocacy advertising
6. Building coalitions
7. Appeal to government
8. Litigation

I. **Business strategies against activists**

1. Gaining community public sentiment for being socially responsible
2. Grand non-market strategies
3. Grassroots efforts
4. News media relations and advocacy advertising
5. Building coalitions
6. Appeal to government
7. Litigation

V. Government as a Special External Stakeholder

20 PERCENT OF EXAM | **27** HOURS OF STUDY

Ch. 8, Law Making and Political Strategies

Ch. 9, Law Enforcing and Regulatory Strategies

Ch. 10, Law Interpreting, Antitrust, and Judiciary Strategies

A. The US government

1. The role and branches of the federal government
2. State and local government
3. Reasons for government regulation of business
4. Business rules

B. Business-government relations and public policy

1. Business-government relations
2. Public policy
3. Types of public policy
4. Government non-regulatory influence on business

C. Lawmaking

1. Political parties
2. Congress
3. The legislative process
4. Influencing the legislative process
5. Current laws affecting business

D. Business non-market and market strategies and ethics

1. Levels of political involvement
2. Information strategies
3. Societal strategies
4. Political and legal strategies

E. The executive branch of government

1. Executive office of the president
2. The cabinet, executive departments, and their regulatory agencies
3. Independent agencies and government corporations
4. Boards, commissions, and committees
5. Quasi-official agencies
6. Powers of the president

F. Regulatory information

1. Federal regulatory agencies
2. Benefits and cost of regulation
3. Regulatory impact analysis
4. Federal register
5. Regulations.gov

G. Rule making, overseeing, and enforcing

1. Rule making
2. Congressional oversight of regulators
3. Rule enforcing

H. Reforming regulations, privatization, and deregulation

1. Reforming regulation
2. Privatization
3. Deregulation

I. The judicial branch

1. Judicial concepts
2. Federal courts
3. State and local courts
4. Judiciary strategies
5. Filing and avoiding lawsuits

J. Antitrust laws

1. Objectives of antitrust laws
2. The Sherman Act
3. The Clayton Act
4. Federal Trade Commission act
5. Antitrust Improvement Act
6. Mergers and antitrust
7. Antitrust enforcement

VI. International Considerations

5 PERCENT OF EXAM | **7** HOURS OF STUDY

Ch. 11, Competing in the Global Economy

A. Globalization and multinational companies

1. Globalization concepts
2. Arguments for and against globalization
3. The importance of globalization
4. Multinational companies

B. Comparative political and economic systems

1. Political systems
2. Economic systems
3. Business ownership and government-business relations

C. International trade

1. The economics of international trade
2. The politics of international trade
3. Trade barriers
4. US trade policy and law
5. Global business regulation
6. International organizations and trade agreements

D. Ethical issues in international business

1. Corruption
2. Improving global business ethics
3. Global societal interest groups
4. Global codes of ethics

VII. Technological Considerations

5 PERCENT OF EXAM | **7** HOURS OF STUDY

Ch. 12, Global Technology, the Natural Environment and Sustainability

A. Technology and business

1. Technology effects
2. Information technology and business
3. Winner-take-most markets

B. Ethical issues in managing technology

1. Privacy and information security
2. Privacy vs. monitoring employees
3. File sharing vs. copyright infringement
4. Biotechnology

C. Business impact on the natural environment

1. Pollution and sustainable development
2. Natural environmental issues
3. Environmental responsibility

D. Environmental protection regulations and laws

1. Government regulation
2. Environmental laws
3. Costs and benefits of environmental regulations

SECTION THREE

Sample Questions

The questions that follow will not be on the exam. They illustrate the style of questions found on this exam. Answer rationales can be found on pages 12–13 of this guide.

1. An employee is accused of altering a company's financial ledgers. Upon questioning, the employee claims that he was only following his supervisor's orders. The employee is using which justification for his unethical behavior?
   1) moral justification
   2) conventional justification
   3) diffusion of responsibility
   4) displacement of responsibility

2. The chief executive officer (CEO) of a food processing corporation notifies the public about a recall of a widely distributed meat product that has been contaminated with *E. coli* bacteria. The CEO makes multiple appearances on TV and holds news conferences alerting consumers to the recall. The CEO's action represents which stage of the corporation's crisis management program?
   1) assembling the crisis team
   2) planning and risk assessment
   3) managing the crisis
   4) evaluating the program

3. Which statement is considered an argument in favor of corporate social responsibility (CSR)?
   1) The cost of CSR is passed on to the stakeholders.
   2) CSR results in businesses regulating themselves.
   3) It is the job of government, not business, to deal with social problems.
   4) Businesses that are not socially responsible may be more profitable.

4. Which congressional power is designed to ensure that laws are properly administered and enforced?

   The power to
   1) create laws
   2) oversee offices
   3) provide regulatory oversight
   4) investigate issues of national importance

5. Government funding provided to businesses to lower costs is an example of which trade barrier?
   1) a ban
   2) a quota
   3) a subsidy
   4) a tariff

SECTION FOUR

Rationales

1. [IA4]

1) Moral justification means interpreting unethical or immoral behavior in terms of a higher purpose. When using this form of justification, people frequently explain their behavior was for the "good" of the company, organization, or group.
2) Conventional justification means believing that one's unethical behavior is acceptable because everyone else is doing it.
3) Diffusion of responsibility means blaming the group for unethical behavior, while holding no one individual responsible.
*4) **Displacement of responsibility means blaming one's unethical behavior on others. In this scenario, the employee is shifting the blame to the supervisor.**

2. [IID2]

1) There are four stages of crisis management. The first stage is developing the crisis team. This team is usually headed by a senior-level executive and is composed of other organizational representatives, as well as external stakeholders. Their task is to work cooperatively in addressing and rectifying the crisis situation.
2) The second stage is planning. This step consists of assessing and monitoring risk, identifying risk reduction strategies, and developing a crisis plan.
*3) **The third stage is managing the crisis. This step involves implementing a communication plan and acknowledging that the crisis exists, as quickly as possible. Generally, within an hour of becoming aware of a situation, company officials should issue an initial statement to the media and other stakeholders providing facts as they are known and indicating when additional details will be made available.**
4) Evaluating the crisis management program is the fourth stage. This involves assessing how effectively the organization handled the situation and identifying those interventions that worked and those that did not. This is important in preventing future crises.

***correct answer**

3. [IVA]

1) The fact that the cost of CSR is passed on to stakeholders is an argument against CSR. As a result of CSR, the argument can be made that business owners gain lower profits, thereby generating less tax money for government and less pay for employees.

***2) "CSR results in businesses regulating themselves" is an argument favoring CSR. CSR discourages government regulation while promoting self-regulation of businesses. Self-regulation means less government regulation, thereby not burdening business with the costs of complying with government regulations.**

3) "It is the job of government, not business, to deal with social problems" is an argument against CSR. Businesses typically lack the skill required to solve social problems. In addition, when government does not regulate business, society has little recourse when attempting to resolve businesses' lack of CSR.

4) The fact that businesses that are not socially responsible may be more profitable is an argument against CSR. It is true that businesses that are socially responsible may make lower profits than competitors who are not.

4. [VC2]

1) The most important power given to Congress is to make laws.

2) Congress is given the power to oversee the following offices: General Accounting, Government Printing, Congressional Budget, and the Library of Congress.

***3) Congress has the power to provide regulatory oversight of the laws it passes. This includes ensuring that laws are properly administered and enforced, holding committee hearings, conducting investigations, and the power to subpoena documents.**

4) Congress has the power to investigate issues of national importance. Examples include business acquisitions and mergers, monopolies, price gouging, and illegal racketeering, among others.

5. [VIC3]

1) A ban prohibits the import and export of certain products. Bans are the most powerful barrier and provide the greatest protection to domestic markets.

2) A quota sets limits on imports and exports of certain products, thereby limiting supply and increasing prices. This, in turn, increases demand for domestic products.

***3) A subsidy provides government funds to businesses in an effort to lower their costs. The US government has subsidized certain products or businesses to keep supply down and prices up.**

4) A tariff is a tax on imports and exports to make them more costly. Tariffs are imposed to protect domestic businesses by giving them a price advantage.

***correct answer**

SECTION FIVE

Taking the Exam

Registering for Your Exam

Register Online

www.excelsior.edu/examregistration
Follow the instructions and pay by Visa, MasterCard, American Express, or Discover Card.

Register By Phone

Call toll free **888-72EXAMS (888-723-9267).**

Examination Administration

Pearson VUE Testing Centers serve as the administrator for all Excelsior College computer-delivered exams. The Disability Services office at Excelsior College is responsible for considering requests for reasonable accommodations (exceptions for individual students with documented disabilities). If you are requesting an accommodation due to a disability, download and complete a Request for Accommodation form that can be accessed by visiting the Excelsior College website at **www.excelsior.edu/disability-services**.

Computer-Delivered Testing

You will take the exam by computer, entering your answers using either the keyboard or the mouse. The system is designed to be as user-friendly as possible, even for those with little or no computer experience. On-screen instructions are similar to those you would see in a paper examination booklet.

We strongly encourage you to use the online tutorial before taking your exam at Pearson VUE Testing Centers. To access the tutorial, go to **www.pearsonvue.com/uexcel** and click on the Pearson VUE Tutorial link on the right hand side of the page.

On the Day of Your Exam

On the Day of Your Exam

Remember to:

- dress comfortably: the computer will not mind that you're wearing your favorite relaxation outfit
- arrive at the test site rested and prepared to concentrate for an extended period
- allow sufficient time to travel, park, and locate the test center
- be prepared for possible variations in temperature at the test center due to weather changes or energy conservation measures
- bring your ID, but otherwise, don't weigh yourself down with belongings that will have to be kept in a locker during the test.

Academic Honesty Nondisclosure Statement

- All test takers must agree to the terms of the Excelsior College Academic Honesty Policy before taking an examination. The agreement will be presented on screen at the Pearson VUE Testing Center before the start of your exam.
- Once the test taker agrees to the terms of the Academic Honesty Nondisclosure Statement, the exam will begin.

If you choose not to accept the terms of the agreement

- your exam will be terminated
- you will be required to leave the testing center
- you will not be eligible for a refund. For more information, review the Student Policy Handbook at **www.excelsior.edu/studentpolicyhandbook**.

Student behavior is monitored during and after the exam. Electronic measures are used to monitor the security of test items and scan for illegal use of intellectual property. This monitoring includes surveillance of Internet chat rooms, websites, and other public forums.

Information about UExcel exams for Colleges and Universities

A committee of teaching faculty and practicing professionals determines the learning outcomes to be tested on each exam. Excelsior College Center for Educational Measurement staff oversee the technical aspects of test construction in accordance with current professional standards. To promote fairness in testing, we take special care to ensure that the language used in the exams and related materials is consistent, professional, and user friendly. Editorial staff perform systematic quantitative and qualitative reviews to ensure accuracy, clarity, and compliance with conventions of bias-free language usage.

Excelsior College, the test developer, recommends granting three (3) semester hours of lower-level undergraduate credit to students who receive a letter grade of C or higher on this examination. Other colleges and universities also recognize this exam as a basis for granting credit or advanced standing. Individual institutions set their own policies for the amount of credit awarded and the minimum acceptable score.

Ask your advisor how these examinations can move you closer to your degree goal.

Examination	Credit Hrs.
Arts and Sciences	
Abnormal Psychology	3*
Anatomy & Physiology	6
Anatomy and Physiology I	3
Anatomy and Physiology II	3
Basic Genetics	3
Bioethics	3*
Calculus	4
College Writing	3
Contemporary Mathematics	3
Cultural Diversity	3*
Earth Science	3
English Composition†	6
Ethics: Theory & Practice†	3*
Foundations of Gerontology	3*
General Chemistry I	3
Interpersonal Communication	3
Introduction to Macroeconomics	3
Introduction to Microeconomics	3
Introduction to Music	3
Introduction to Philosophy	3
Introduction to Psychology	3
Introduction to Sociology	3
Juvenile Delinquency	3*
Life Span Developmental Psychology	3
Microbiology	3
Organizational Behavior	3*
Pathophysiology	3*
Physics	6
Political Science	3
Precalculus Algebra	3
Psychology of Adulthood & Aging	3*
Research Methods in Psychology	3*
Social Psychology	3*
Spanish Language	6
Statistics	3
World Conflicts Since 1900	3*
World Population	3*
Business	
Business Ethics	3*
Business Law	3
Ethics: Theory & Practice†	3*

Examination	Credit Hrs.
Business *(CONTINUED)*	
Financial Accounting	3
Human Resource Management	3*
Labor Relations	3*
Managerial Accounting	3
Operations Management	3*
Organizational Behavior	3*
Principles of Finance	3*
Principles of Management	3
Principles of Marketing	3
Quantitative Analysis	3*
Workplace Communication with Computers	3
Education	
Literacy Instruction in the Elementary School	6*
Nursing: Associate Level	
Essentials of Nursing Care: Health Safety ①	3
Essentials of Nursing Care: Health Differences①	3
Foundations in Nursing Practice①	3
Reproductive Health①	3
Health Differences Across the Life Span 1①	3
Health Differences Across the Life Span 2①	3
Health Differences Across the Life Span 3①	3
Transition to the Professional Nurse Role①	3
Fundamentals of Nursing**	8
Maternal & Child Nursing (associate)**	6
Nursing: Baccalaureate Level	
Community-Focused Nursing**	4*
Research in Nursing **	3*
Adult Nursing**	8*
Maternal & Child Nursing (baccalaureate)**	8*
Psychiatric/Mental Health Nursing**	8*

* Upper-level college credit

** This exam does not apply toward the Excelsior College nursing degrees.

† Guided Learning Package available

① You must be enrolled in Excelsior College prior to registering to take this exam. If you need this exam for another nursing program, please contact that institution for the testing code you need to register.

Now, registering to take any of these exams is easier than ever!

Register online

at **www.excelsior.edu/examregistration**

Call toll free

888-72EXAMS (**888-723-9267**)
Outside the U.S. and Canada, call **518-464-8500**
or email: **testadmn@excelsior.edu**

When you're ready to test, you can

schedule to take your exam at Pearson VUE Testing Centers through our website: **www.excelsior.edu.**

323
assess14-019; 12/12
rev. 8/13, 8/14
EX#: 0137

The information in this content guide is current as of July 15, 2014.