

Pre-requisite Individual Proficiency Module Syllabus

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MODULE DESCRIPTION: The purpose of the pre-requisite Individual Proficiency Modules is to help you develop the foundational business knowledge you need to be more successful with your Milligan MBA and/or MSIS courses.

WHICH MODULES AM I REQUIRED TO TAKE?

The Admissions Committees determine which pre-requisite Individual Proficiency Modules you must complete for admission into the MBA and MSIS programs. Please refer to your acceptance letter to determine which modules you must complete or contact Rebecca Banton at RBBanton@milligan.edu.

There are 15 different modules offered on the Peregrine Milligan website. Beyond the required pre-requisite modules identified by the Admissions Committee, you may also choose to enroll in any of the other courses to refresh your knowledge about a topic. The enrollment process and the cost per course is the same.

HOW DO I ACCESS THE INDIVIDUAL PROFICIENCY MODULES?

Milligan provides Pre-requisite Individual Proficiency Modules through Peregrine Academic Services. To access the modules you are required to take based on your acceptance letter, please follow the on-screen instructions found at the following URL.

<http://www.peregrineacademics.com/milligan>

The password for access the site is: **MILLIGANM-1001**. Please note that the password is case sensitive.

The registration process should take no more than 5 minutes to complete. Upon completion of your registration you will receive a confirmation email with the link for taking the module, at the email address you provide to us during registration. If you have any problems with the registration process, you can contact Peregrine's technical support page at: <http://www.peregrineacademics.com/support>

Should you not receive an email with confirmation of your registration, please check your SPAM or JUNKMAIL folder for the e-mail from Peregrine Academic Services.

Once you receive your email confirming your registration, **click** on the hyperlink(s) included with the title of the module you want to access. Each hyperlink directs your Web browser to the appropriate site and auto-fills the registration information.

WHAT IS THE COST OF EACH MODULE?

The cost of each module is \$44.00. The purchase price of the module allows you access to the course content and 2 post-test exams. You may pay for the module with most major credit cards.

WHAT GRADE IS REQUIRED TO SUCCESSFULLY COMPLETE THE PRE-REQUISITE MODULE?

You must achieve a grade of **85%** on a module post-test to successfully complete the pre-requisite module. You have 2 attempts at achieving this score on each required module.

If you achieve a score of 85% on the first attempt on the post-test and choose to retake the exam again to see if you can better that score, **please note** that your second post-test score is the one that will be the official score for the module.

After successfully completing the module with a score of 85%, email a copy of your completion certificate to Ms. Liesl Huhn at LHuhn@milligan.edu. You will continue to have access to the material within the module for 1 year following your registration date.

WHAT HAPPENS IF I DO NOT ACHIEVE A SCORE OF 85% ON THE POST-TEST?

Milligan requires a score of 85% or better to demonstrate you have the foundational knowledge necessary to be successful in the MBA or MSIS program. Should you fail to achieve a score of 85% on one or both of the post-tests, you must repurchase access to re-take the module. The cost to retake the module is \$44.00.

WHEN DO I HAVE TO COMPLETE THE PRE-REQUISITE MODULE(S) FOR ADMISSION TO THE MBA PROGRAM?

All required pre-requisite modules must be successfully completed (a score of 85% on all required modules) and a certificate of completion sent to Ms. Liesl Huhn, no later than the Friday before your orientation date. Should you fail to meet the 85% grade on the first pass through the module(s), all module retakes must also be completed by the completion due date established for the cohort you are entering.

FREQUENTLY ASKED QUESTIONS (FAQ)

To provide additional information about the pre-requisite modules and Milligan's requirements for module completion, please see the FAQ s on the following pages.

Milligan Individual Proficiency Modules from Peregrine Academic Services

Question	Response
<i>Why am I taking these Individual Proficiency Modules?</i>	The Milligan MBA or MSIS Admissions Committee has determined there is a need for development of your business knowledge. The purpose of the Individual Proficiency Module is to help develop your foundational business knowledge so that you will be more successful with your degree program. These modules will assist you in measuring your knowledge development.
<i>What is the cost of the Individual Proficiency Module?</i>	The cost per module is \$44.00.
<i>What do I need to access the Individual Proficiency</i>	You will need a computer with Internet access. No other plug-ins are required.
<i>How should I prepare for the Individual Proficiency Module?</i>	You do not need to prepare for the modules as they are self-contained learning modules. You will begin the module by completing a pre-test to show you your baseline knowledge level. The result of the pre-test helps you focus your learning in your weaker areas. Your preparation for the post-tests is by completing the individual module materials.
<i>What score must I achieve to successfully complete the module?</i>	To successfully pass a required module, you must achieve a grade of 85% on the post-test. You have 2 attempts to complete the post-test with a score of 85%.
<i>Why am I allowed to take the post-test twice?</i>	The purpose of the post-test is to assess your knowledge and verify your understanding of the topic's concepts. The purpose of the module is, however, for your educational benefit. Therefore, you are allowed to take the post-test twice, if needed. If after taking the post-test the first time, you are not satisfied with your score (you did not achieve a grade of 85%), go back and review those areas in the module materials where you missed questions. Then, you may take the
<i>Can I submit my first post-test score if my second post-test score is lower than the first?</i>	No. If you achieve a grade of 85% on the first post-test and choose to take the post-test a second time, then the final grade posted for that module will be the score you achieved on the second post-test. Therefore, if you choose to take the post-test a second time, be sure to do as well and hopefully better the second time.

Question	Response
<i>What happens if I do not achieve a score of 85% on both attempts on the module post-test?</i>	You will be required to repurchase the module and successfully complete the post- test with a score of 85%.
<i>Are the questions the same between the pre-tests and the post-tests?</i>	Every exam is unique, representing a random selection from a large database of questions. The types of questions and the content will be the same between the pre-tests and post-tests; however, the exact questions may be different.
<i>How do I start the Individual Proficiency Module exams once I am registered for the exams?</i>	<p>At the conclusion of the self-registration process, a list of the hyperlinked modules will be displayed. When you click the hyperlink(s) for the module you are required to complete, your web browser will open to the appropriate module.</p> <p>You can access all the Individual Proficiency Module courses by using the e-mail sent to you upon completion of the self-registration process. This e-mail also has a hyperlinked course name to take you to the corresponding module.</p>
<i>I know I am registered, but I never received the e- mail.</i>	Please check your SPAM or JUNKMAIL folder for the e-mail from Peregrine Academic Services or visit http://www.peregrineacademics.com/support/exam-key.php to have your registration email resent.
<i>I have the e-mail, but how do I access the Individual Proficiency</i>	Click on the hyperlink(s) included with the title of the module you want to access. Each hyperlink directs your Web browser to the appropriate site and auto-fills the registration information.
<i>How much time do I have to take the Individual Proficiency Module exams?</i>	The pre-requisite module must be <u>successfully completed by the due date identified on your syllabus</u> . However, you have access to the course for one year from the date of purchase. You may return to the course to review the subject-matter for up to one year from registration date.
<i>How long will I need to complete a module?</i>	It depends on your previous knowledge levels. A good estimate of time is 2-4 hours.
<i>Am I allowed to take breaks during the Individual Proficiency</i>	Yes, when you are reviewing the content in the module, you are able to access the modules as often as you would like. However, when you begin the pre-test or post- test, you can only take one break during the test.

Question	Response
<i>What if I need to stop during the exams?</i>	<p>You are allowed to stop during an exam and restart at a later time. If you do stop the exam and restart later, you will resume the exam at the next question from where you ended the previous session. You will consequently miss the question you were on. You cannot go back and review previously answered questions or material within the course itself.</p> <p>In other words, the ability to exit the exam and return is only to allow for internet connectivity issues, not for breaks or to review material in the</p>
<i>How many questions are on the Individual Proficiency Module exams?</i>	<p>There are 20 questions in each exam. Each exam covers an individual business topic (i.e., Marketing, Management, Economics, etc.).</p> <p>Exam questions are multiple choice and True/False.</p>
<i>How much time is allowed to answer each question?</i>	<p>You are allowed 5 minutes to answer each question. You will see the time remaining on the screen for each question during the exam. Should you fail to select an answer to the question in that time; the exam will proceed to the next question.</p>
<i>Can I “back track” during the exams?</i>	<p>No, you will not be able to go back to a question if you decide to skip it. You need to do your best to answer each question within the allotted time. Otherwise, it will be graded as 0 points.</p>
<i>Is the grade weighting the same for an unanswered question versus a question answered incorrectly?</i>	<p>Yes</p>
<i>What if 48 hours elapse or I attempt a 3rd log in to the exam site?</i>	<p>After 48 hours or more than 2 log-in attempts, the <u>exam site</u> is inaccessible and a completion certificate will be generated, assigning 0 points to unanswered questions.</p>
<i>Will I see my score at the end of the exam?</i>	<p>Yes, your certificate will show the total score and the topic scores.</p>
<i>How do I print or save my completion certificate?</i>	<p>After completing the exam, you will be asked to view and save your certificate. A link to download the exam completion certificate will also be automatically e-mailed to you at the end of the exam.</p>

Question	Response
<i>How should I submit the certificate to my instructor?</i>	Please email a copy of your completion certificate to Ms. Liesl Huhn, Graduate Program Coordinator for the School of Business and Technology, at LHuhn@milligan.edu no later than the due date listed in your syllabus.
<i>I forgot to save my completion certificate when I finished the Individual Proficiency</i>	Look for the e-mail sent to you by Peregrine with the link to download the completion certificate.
<i>How can I find out which tests I've completed or not?</i>	Students will access all necessary module/exam items by using the link in their registration confirmation email. If misplaced, this confirmation can be easily resent by visiting our support page.