Competency Exam for CSCI 104 - Essential Computing I  
Fall Semester 2014

The competency exam for CSCI 104 will be given at two times:

- Thursday, August 28, 7:30-9:20 am (need to register by Wednesday, August 27, 8 pm), or
- Friday, August 29, 3-4:50 pm (need to register by Friday, August 29, 10 am)

You are to select whichever time is most convenient to take the exam. Both exams will be held in the computer lab in the basement of Hamilton Hall. In addition to the required paperwork (see Needed Paperwork below), you must email Timothy Meyer at tsmeyer@edinboro.edu to register to take the exam. In the email, include your University id, which exam you will be taking, and whether for credit by competency (also known as competency examination credit or course challenge) or as a course waiver. You will receive an acknowledgement email in return. If both exam times are impossible to attend, send Dr. Meyer an email stating that you cannot take either exam. If reasonably possible, another time will be arranged. The exam must be completed, though, no later than Friday, August 29.

Needed Paperwork

You cannot take the competency exam if you have received a withdrawal or letter grade for CSCI 104 or attempted the CSCI 104 competency exam in the past.

If you qualify to take the exam, then you may take the exam to satisfy CSCI 104 credit by competency or to waive the CSCI 104 requirement. The credit by competency option is explained in the University catalog. If you choose this option, the fee must be paid before taking the exam. The needed form is found at [http://www.edinboro.edu/dotAsset/107379.pdf](http://www.edinboro.edu/dotAsset/107379.pdf). You will also need to get your advisor’s signature and that of Dr. Anne Quinn, who is chairperson of the Mathematics and Computer Science Department, which is the department offering CSCI 104. Bring the completed form with you to the exam.

The waiver option has no fee. (The form is attached at the end of this document.) The waiver is a recommendation—if you pass the exam—to the Department Chairperson and Dean of the school to which you belong that you need not take CSCI 104. It is important to note, though, that this is a recommendation only. If the Department Chairperson and Dean of your major accept the recommendation, then you do not receive any credit but simply are no longer required to take CSCI 104. You must still account for the 3 semester hours of CSCI 104 by taking another course to get to 120-hour minimum for graduation. Bring the completed waiver form with you to the exam.

Exam Procedure

The exam is 1 hour and 50 minutes in length. The exam will be given to you on a thumb drive. You can use your own computer or one in the Hamilton Hall computer lab. The computers in the lab have Microsoft Windows. If using your own computer, including Apple computers, be sure that you can open and save Microsoft Word 2010, Excel 2010, and PowerPoint 2010 files created on a Microsoft Windows-based computer. (You can use the 2007 or 2013 versions of Word, Excel, and PowerPoint, if you like—just be sure to save these in 2010 format.)
The exam requires modifying an existing Word document and Excel spreadsheet. You will also create a PowerPoint presentation. The rest of the exam requires answering short-answer and multiple-choice questions on the exam paper. You can use the web and any notes and books that you bring with you. Email and other means of communication are not allowed.

You will be informed by email within 24 hours after taking the exam whether you passed or not.

**Exam Topics**

The exam has four parts as follows.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Importance to Entire Exam</th>
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<tbody>
<tr>
<td>Word</td>
<td>30%</td>
</tr>
<tr>
<td>Excel</td>
<td>40%</td>
</tr>
<tr>
<td>PowerPoint</td>
<td>10%</td>
</tr>
<tr>
<td>Computing Concepts</td>
<td>20%</td>
</tr>
</tbody>
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The exam is graded pass or fail. You must receive 60% or more to pass the exam. In addition, you must receive at least 60% of the possible score for both of the Word and Excel parts in order to pass the entire exam.

Among other things, for Word you need to know tabs, headers and footers, tables, styles, references, text boxes, and tables. Excel includes formulas and functions, absolute and relative cell referencing, conditional formatting, and creating charts. PowerPoint includes slide numbers, slide transitions, and animation. The computing concepts part of the exam covers computer hardware and software, searching the web, and terms that computer literate people should know.
Department of Mathematics and Computer Science
Application for Competency Exam
CSCI 104 Requirement Waiver

By your signature below, you are taking the competency exam to waive the need to take CSCI 104 - Essential Computing I. If you pass the competency exam and your Department chairperson and school Dean accept the recommendation, then you must complete an additional 3 credit hours in order to meet the 120 credit hour requirement for graduation. You also attest that you have never received a letter grade, including a withdrawal (W), for CSCI 104 or have attempted the competency exam in the past.

Student Name (print)            University Id            Major

Signature of Student            Date

The following Advisor, Department Chairperson, and Dean names are not signatures and can be filled in by the student. Please print neatly.

Advisor Name            Campus Address

Department Chairperson of Student Major            Campus Address

Dean of Student Major            Campus Address

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(Department of Mathematics and Computer Science use only)

Recommend that student:  

☐ should have CSCI 104 - Essential Computing I waived.

☐ should not have CSCI 104 - Essential Computing I waived.

Exam Administrator            Date

CC: Student
    Advisor
    Department Chairperson of Student Major
    Dean of Student Major