

# Competency Exam for CSCI 104 - Essential Computing I

## Fall Semester 2017

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

- Wednesday, August 30, 7-9 pm (need to register by Wednesday, August 30, 2 pm), or
- Friday, September 1, 4-6 pm (need to register by Friday, Sept. 1, 11 am)

You are to select whichever time is most convenient to take the exam. Both exams will be held in 128 Ross Hall. In addition to the required paperwork (see Needed Paperwork below), you must email Timothy Meyer at [tsmeyer@edinboro.edu](mailto:tsmeyer@edinboro.edu) to register to take the exam. In the email, include your University id, which exam date, and whether you are taking the exam to **earn credit for CSCI 104** (also known as competency examination credit or course challenge) or to **waive having to take CSCI 104**. 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 the exam at either time. If reasonably possible, another time will be arranged as long as the exam is completed no later than Friday, September 1.

### Needed Paperwork

You cannot take the competency exam if you have received a withdrawal or letter grade for CSCI 104 or have 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 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. Here's the [Petition for Undergraduate Credit by Competency Exam](#). 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 [Competency Exam to Waive CSCI 104 Requirement](#).) The waiver is a recommendation—if you pass the exam—to the department chairperson and dean of the student's major 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 the 120-hour minimum for graduation. You will need to get the form signed by Dr. Anne Quinn, who is chairperson of the Mathematics and Computer Science Department Bring the **completed** waiver form with you to the exam.

### Exam Procedure

The exam is 2 hours in length. The exam will be given to you on a thumb drive. You can use your own computer or one in the testing room. The computers in the lab have Microsoft Windows and Office 2016. If using your own computer, including Apple computers, be sure that you can open and save Microsoft Word, Excel, and PowerPoint files created on a Microsoft

Windows-based computer. (Note: If you normally use Office 2010, or 2013, then Office 2016 will be familiar.)

The exam requires modifying an existing Word document and Excel spreadsheet. You will also create a brief 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.

Topic	Importance to Entire Exam
Word	30%
Excel	40%
PowerPoint	10%
Computing Concepts	20%

The exam is graded pass or fail. You must receive 60% or more on the entire exam to pass. 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, data operations (such as filtering), 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.