**CSC124 Credit-By-Exam Request**

Pennsylvania College of Technology, School of Engineering Technologies
One College Avenue Williamsport, PA 17701
570-327-4520

**General information about the CSC124 Credit-By-Exam (CBE):**

- Students may request to take CSC124 Credit-By-Exam using the procedures below. See the Alternative Credit Options page (https://www.pct.edu/altcredit) in the College Catalog for more information and restrictions related to this opportunity.
- The CBE option may NOT be used to remove a D, F, W or I grade, nor can it be attempted more than once. Assuming the student passes the exam, a letter grade will not be listed on the transcript.
- **We *caution* you against pursuing the CBE without *extensive* prior experience consistent with the course objectives listed on the Abstract located on page 2 of this document.**
    - **The current pass rate for the CSC124 CBE is 13%.**
- Please see the table below for CBE dates, CBE request form deadlines and CBE payment deadlines.
    - Spring 2027 CSC124 credit-by-exam dates and deadlines

| CBE dates | CBE request form deadline | Payment deadline |
|---|---|---|
| Friday, 1/15/27, 1pm-4:30pm | Wednesday, 1/13/27 at 9am | Thursday, 1/14/27 at 1pm |
| Thursday, 1/21/27, 12:30pm-4pm | Tuesday, 1/19/27 at 9am | Wednesday, 1/20/27 at 1pm |

- CBE testing details
    - You will have three hours to complete the exam (administered on a computer using either **Microsoft 365, Microsoft Office 2019, or Microsoft Office 2021**), but should plan to spend at least 3.5 hours at the exam site.
    - The CBE is composed of four parts and *each* part must be passed with a 70% or better.
        - Part 1 of the exam assesses computing concepts and information literacy and is comprised of multiple choice and matching assessment items. All students take this portion of the exam first.
        - Parts 2-4 of the exam assess Word, PPT, and Excel through an interactive online platform. You will have free temporary access to the platform during the CBE.
- Any testing accommodations in place with Disability and Access Resources will be implemented for the CSC124 CBE.

**Procedure to request to take the CSC124 CBE:**

1. Complete the CSC124 Credit-By-Exam request form using this link (https://forms.cloud.microsoft/r/2p3YxLw6by). Please note that this request form does not mean that you are taking the CSC124 CBE. Your request form will be evaluated to determine if you meet the criteria to attempt the CSC124 CBE.
2. If it is determined that you are qualified to take the CSC124 Credit-By-Exam, you need to pay a $50 non-refundable exam fee prior to taking the exam. It is important that you make the correct payment type with the Bursar's office. For this reason, please reach out to the Bursar's office for payment guidance.
    - **On campus:** Take your payment to the Bursar's Office (DJGC, Room 2098) and then submit an image of the receipt to the payment form that was emailed to you. The Bursar's Office takes checks (made payable to Penn College) as well as credit card payments. Once paid, you will take a clear picture of the entire receipt and submit it to another Microsoft form that was emailed to you upon approval to take the CSC124 CBE.

- **Off campus:** Mail your check (made payable to Penn College) to: Bursar's Office – DIF 120, Pennsylvania College of Technology, One College Avenue, Williamsport PA 17701. You can also call the Bursar's Office and pay by credit card over the phone. Request a digital (scanned) copy of your payment receipt and submit it to the payment form that was emailed to you.

3. Upon receipt of your proof of payment, Melissa Webb will send you an e-mail (to your Penn College e-mail account) confirming proof of payment and Credit-By-Exam testing details.
4. Keep copies of all forms, receipts, and e-mails for your records.
5. The exam will be administered only to those who have been approved to take the exam and who have submitted a copy of their receipt from the Bursar's office.
6. Direct any questions about the CSC124 Credit-By-Exam to Melissa Webb (maw45@pct.edu).

**Course Abstract: Information, Technology, and Society (CSC124)**

**Course Description (published in Catalog):**

Introduction to basic computing concepts and applications. Topics include practice with productivity tools, analysis of security risks inherent with the use of technology, functions of essential hardware, software, and network components, and the analysis of various forms of technology and digital information.

**Rationale:**

This course is intended to establish a foundation in the knowledge and use of technological resources for academic, personal, and career success. Technology is continually changing. The ability to review, critique, and adapt to these changes is a key component for success across all majors, professions and career paths.

**Required Student Outcomes*:***

Upon successful completion of this course, the student should be able to:

1. describe the functions of essential computer hardware and network components, as well as software;

2. use productivity tools, including, but not limited to, file management, word processing, spreadsheets, presentation software, cloud computing, email, and collaboration tools;

3. properly conduct online research;

4. investigate creating and maintaining a professional online presence;

5. examine the roles and uses of technology in today's information-based society and how technology impacts the student's field of study, personal life, and world around us;

6. explain personal and professional security issues such as identity theft, securing devices, and privacy, as well as how security issues affect an information-based society; and

7. examine issues related to the ethical use of technology resources and information, and the societal implications of technology misuse.