

**Pennsylvania College of Technology
School of Engineering Technologies**

DIF 83
One College Avenue Williamsport, PA 17701
570-327-4520

CSC124 Credit-By-Exam Application

Students may apply to take CSC124 by examination for a \$50 nonrefundable fee that must be paid prior to taking the exam. 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 credit-by-exam 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 credit-by-exam without prior experience consistent with the course objectives listed on the Abstract. Carefully read and follow the procedure below.

There are several exam opportunities: Friday, August 20, 2021, and Thursday, August 26, 2021. You will have three hours to complete the exam (administered on a computer using **Microsoft Office 2019 or Microsoft Office 365**), but should plan to spend at least 3.5 hours at the exam site. Applications for the credit-by-exam must be submitted to the school office by the date specified on the application.

PROCEDURE

1. Complete the Credit-By-Exam Application form.
2. Pay a \$50 non-refundable exam fee (check made payable to Penn College):
 - **On campus:** Take your completed application and payment to the Bursar's Office (SASC, Room 2098). Once paid, take the receipt and application to the School of Engineering Technologies office located in the LEC, Room B1134, by the deadline.
 - **Off campus:** Mail your check and completed application to: Bursar's Office – DIF 120, Pennsylvania College of Technology, One College Avenue, Williamsport PA 17701. The Bursar's Office will forward your payment receipt and application to the School of Engineering Technologies.
3. Upon receipt of the application and proof of payment, we will send you an e-mail (to your Penn College e-mail account) indicating approval/denial of your exam request.
4. Keep copies of all forms and e-mail for your records.
5. The exam will be administered only to those who have pre-registered.

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.

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Name: _____ PCT ID #: _____

(Print clearly)

E-mail address: _____

(Print clearly)

Phone: _____ Major: _____

CSC124 Test Dates ** Microsoft Office 2019 or Microsoft Office 365**	Enter an "X" next to preferred date	Application Due Date	Test Location
Friday, August 20, 2021, 1 pm		Thursday, August 19, 2021	ATHS E206
Thursday, August 26, 2021, 1 pm		Wednesday, August 25, 2021	ATHS E208

Student Signature: _____ Date: _____

FOR OFFICE USE ONLY:

_____ Approved _____ Denied

_____ Receipt # _____ Date Paid

Processed by: _____ Date: _____

Emailed student Approved/Denied: _____

Emailed student test date confirmation: _____