

Credit by Examination
for
CPT104 and CPT106

Students seeking credit by examination for either CPT104 or CPT106 are required to do the following:

1. Meet with an advisor to discuss the probability of successfully achieving credit by examination.
2. If it is decided that credit by examination is a reasonable option, you and your advisor sign a credit by examination form that applies to the course for which you want to receive credit by examination.
3. You must also complete Part I of the Request for Credit by Examination (EM) form.
4. Take both the credit by examination form and the Request for Credit by Examination form to the business office (PS 222) where Part II of the form will be completed. You must pay for the exam when you deliver the paperwork to the business office (\$16 per credit hour)
5. Once the Business Office has processed the Request for Credit by Examination form, take the credit by examination form and the Request for Credit by Examination form to the Rhodes State Testing Center. Give both forms to testing center personnel and take the exam.
6. After you take the exam your paperwork will be forwarded to the appropriate parties from the testing center for final processing.

CPT 104 CREDIT BY EXAMINATION
(PER KATHY SIMINDINGER, CHAIR – IT)

Students seeking CPT 104 credit by examination must complete three (3) exams. In order to pass, students must have competencies in the following areas:

- Window XP – basic terminology, file manipulation and folder handling
- Word – cut, copy, paste, headings and footings, page numbering, basic formatting and editing processes.
- Excel – perform basic calculation with cell contents (add, subtract, multiply and divide cell contents), basic functions and formatting cells.

Students must pass all three exams with a 70% or better in order to be awarded credit for the course.

For the students seeking approval to take the exam for CPT 104, the chair of IT allows for advisor signature to serve as her designee. This applies only to CPT 104 credit by examination.

Student Signature

Advisor Signature

Date

Date

(Advisor: please attach this original to “Request for Credit by Examination” form)

CPT 106 CREDIT BY EXAMINATION
(PER KATHY SIMINDINGER, CHAIR – IT)

Students seeking CPT 106 credit by examination must complete two exams. In order to pass, students must have competencies in the following areas:

- Word – advanced topics
- Power Point – advanced topics

Students must pass both exams with a 70% or better in order to be awarded credit for the course.

For the students seeking approval to take the exam for CPT 106, the chair of IT allows for advisor signature to serve as her designee. This applies only to CPT 106 credit by examination.

Student Signature

Advisor Signature

Date

Date

(Advisor: please attach this original to “Request for Credit by Examination” form)