

CSC 121 – CREDIT BY EXAMINATION

(Administered in the Academic Advising and Career Center, 285 University Pavilion)

IMPORTANT:

The exam may be taken only once.

You should allow approximately 4 hours to complete the exam.

You must have your UM-Flint Uniqname, LAN/Blackboard/E-mail Password and student Outlook e-mail account set up prior to taking the exam. If you do not have this information set up, please go to the ITS Helpdesk located in 207 MSB and set up your account (Helpdesk phone 810-766-6804). Before you leave ITS, try to logon to the system using your new logon information and make sure everything works. If there are any problems, the Helpdesk staff will assist you immediately.

The Academic Advising and Career Center (AACC) issues the Blackboard account and administers the exam in 285 University Pavilion. The Blackboard account will give you access to ten assigned tasks that you will submit by either e-mail or a View/Complete link in Blackboard.

AACC will grade the exam and your score will be available in approximately 24-48 hours in SIS (Student Services>Student Records>View Placement Exam Results). Questions? Contact the Academic Advising and Career Center (285 University Pavilion) at 810-762-3085 or advising@umflint.edu.

Required Knowledge:

1. **Logon procedures for the UM-Flint student network.**
2. **Working knowledge of Blackboard.**
3. **Current Microsoft Windows Operating System.**
 - A. Formatting, labeling and copying of disk or storage medium.
 - B. Launching application program.
 - C. Creating, printing and saving a document.
 - D. Editing using Notepad, WordPad or Word.
 - E. Creating, copying, moving, renaming and deleting files and folders.
 - F. File and folder compression and zipping.
 - G. Properties and attributes of files and folders.
 - H. Control panel features.
 - I. Security settings.
4. **Microsoft Internet Explorer -**
Simple and advanced searches (Google search), printing information from the Web, downloading documents, unzipping documents and saving Web sites.
5. **UM-Flint student e-mail system (MS Outlook and Web Outlook) -**
Creating, sending, opening, printing, forwarding, replying, signatures, attachments, folders and deleting.
6. **UM-Flint PROGDATA student information directories and subdirectories -**
Copying and printing files and folders from faculty subdirectories.
7. **Mirlyn Library system: Simple and Advanced Author and title search.**
8. **Creating, modifying, and activating a Web page on the UM-Flint homepage server.**

SCORING:

A = 85 – 100	Student may elect to waive course OR to have grade included in GPA by enrolling in CSC 121-99 and paying for the course.
B = 75 – 84 C = 65 – 74 D = 60 – 64	Student may elect to take grade (must enroll in CSC 121-99 and pay for course) or not to take grade.