

Credit-by-Exam Procedure

One-Credit Computer Courses

Credit by Exams are available for Microsoft Office 2007, Windows XP, Keyboarding, and Speed Building 1 and 2. The outcomes describing the competencies and features evaluated for these courses are available in the Self-Paced Lab, BI209 or at www.nwtc.edu/flo. Follow the self-paced links for the Green Bay Credit Classes/Lab. The competencies required for Keyboarding and Speed Building 1 and 2 as well as grading scales for all Credit by Exams are in this document.

Credit by Exam Requirements:

1. Student must be active in a program for the term of the credit by exam.
2. Student must be in good credit standing with the college.
3. For non-registered students, payment for the credit by exam must be completed prior to taking the credit by exam.

Completion Requirements (you are only eligible for one kind of Credit by Exam, depending on your enrollment status):

If you are **registered** in a self-paced course:

The exam must be taken within 14 days of the class start date. (For self-paced classes the start date is the first day of class, regardless of enrollment date.) There is no fee.

The student must go to the Assessment Center between 7-14 calendar days after taking the Credit by Exam to accept or decline the grade received on the Credit by Exam. **If the student does not go to the Assessment Center between 7-14 calendar days to accept or decline, the grade will automatically be declined. Your final grade will then be determined by your coursework.**

If you are **not registered** in a self-paced course:

The exam can be completed anytime during the semester. The fee is 50% of the tuition for the class. Student will be notified by letter or email from Student Records as to whether or not they have passed or failed the exam.

Steps to Complete a Credit by Exam:

1. Go to the Welcome Center (SC240) to request the Credit by Exam.
2. If **not registered**, pay for the Credit by Exam in the Bursar's Office – SC 104
3. Go to the Assessment Center to take the exam. (**Exceptions:** The Windows XP, Outlook 2007, and Speed Building 2 exams are given in the Self-Paced Lab-BI209.

Assessment Center:

Location and Phone: Room SC365 - 920-498-5427

Hours:

Monday – Thursday:	8:00 a.m. – 7:00 p.m.
Friday:	8:00 a.m. – 5:00 p.m.
Saturday:	8:00 a.m. – 11:00 a.m.

Time Limit:

- Microsoft Office 2007 and Windows XP: 100 minutes
- Keyboarding, Speed Building 1, and Speed Building 2: 30-45 minutes

Frequency: You may attempt one credit by exam per course per school year (June 1 to May 31).

Grading: If you are not registered, you will receive a C/E grade if the exam is passed. If you are enrolled in the class, your grade will be based on point scales that follow.

Windows, Word, Excel, Outlook, PowerPoint, Access, Publisher, and Expression Web

All criticals must be demonstrated plus
60-56 points (94%)A
55-53 points (88%)B
52-45 points (75%)C
Below 45 pointsF

Keyboarding

Competency required to pass: 20 wpm (Given **ONLY** two 1-minute timings, learner must earn 20 wpm with two or fewer errors on one of the two timing attempts. *Backspace correct is not allowed, the touch method must be used, and timings are completed on a covered keyboard.*)

Competencies required for earning a grade if you are enrolled in the class:

Grading Scale: 1-min. timings; no backspace correct allowed

26 wpm or higher with 2 or fewer errorsA
23 – 25 wpm with 2 or fewer errorsB
20 – 22 wpm with 2 or fewer errorsC

Speed Building 1

Competency required to pass: 40 wpm (Given 30 minutes, student must demonstrate speed competency three times: 3-minute timings, backspace correct allowed, 3 or less errors, touch method used.)

Competencies required for earning a grade if you are enrolled in the class:

Grading Scale: 3-min. timings; backspace correct allowed

50 or more wpm with 3 or fewer errorsA
45 – 49 wpm with 3 or fewer errorsB
40 – 44 wpm with 3 or fewer errorsC

Speed Building 2

Competency required to pass: 45 wpm (Given 30 minutes, student must demonstrate speed competency three times: 5-minute timings backspace correct allowed, 5 errors or less, touch method used, and demonstrate correct fingering on the tenkey pad.)

Competencies required for earning a grade if you are enrolled in the class:

Grading Scale: 5-minute timings; backspace correct allowed

55 or more wpm with 5 or fewer errorsA
50 – 54 wpm with 5 or fewer errorsB
45 – 49 wpm with 5 or fewer errorsC