

CSCI101 Proficiency Exam – Content Outline

- Task oriented and consists of 150 questions
- Must be completed within 120 minutes
- A score of at least 75% is required to pass the exam
- Covers general computer concepts as well as Office 2013
- Questions are taken from the content of the CMPTR2 textbook which contains examples and explanations and is available in the Heartland Library.

1. General Concepts

- a. Introduction to Computers and the Internet
- b. Computer Hardware – Bits/Bytes, Storage, hardware inside the system unit, how the cpu works, common input and output devices
- c. Computer Software – difference between system and application software and characteristics of both

2. Networks and the Internet

- a. Computer Networks
 - Networking Hardware
 - Networking Characteristics
 - Media
 - Protocols and Standards
- b. Internet and Email
- c. Security and Privacy

3. Office 2013

- a. Word
 - Creating a Document
 - Formatting a Long Document
 - Enhancing a Document
- b. Excel
 - Creating a Workbook
 - Working with Formulas and Functions
 - Inserting and Formatting Charts
- c. Access
 - Creating a Database
 - Maintaining and Querying a Database
 - Creating Forms and Reports
- d. Powerpoint
 - Creating a Presentation
 - Enhancing a Presentation