

**McHENRY COUNTY COLLEGE**  
**CAREER AND TECHNICAL EDUCATION**  
**COMPUTER INFORMATION SYSTEMS**

**PROFICIENCY**  
**EXAM**  
**INFORMATION**

Revised: August 2009

## McHenry County College Career and Technical Education

### So you want to take a CIS Proficiency Exam . . . . .

The faculty at MCC has determined that certain knowledge is required before enrolling in a specific class. This knowledge can be demonstrated by enrolling in the prerequisite class or by testing out of the prerequisite class by means of a proficiency exam. If you have gained the required knowledge through life experience or on-the-job training, you must demonstrate it through a proficiency exam. Verbal testimony or the belief that “I don’t need to know that information” will not grant you admission into a class. If you can document that you have taken an equivalent course at an accredited institution, the prerequisite will be waived. You must either provide this documentation or successfully pass the proficiency exam before signing up.

The cost for each proficiency exam is \$25, and if you successfully pass the exam, you will receive the credit hours for the course (generally two credits). Please note that you do not receive a letter grade—all proficiency exams are either “pass” or “fail.” You need to score 80% or higher to receive a “pass.” You will only be allowed to take the proficiency exam for a course one time. If you do not pass the exam, you will not be permitted to retake the exam at a later date. Any student who is planning to transfer to another institution will be responsible for investigating proficiency policies at that institution.

#### PROCEDURE FOR ALL PROFICIENCY EXAMS

1. Student should obtain a Proficiency Exam Form from Registration and complete the appropriate information.
2. Before taking the exam, the student must pay the exam fee to Registration.
3. Student should then make an appointment with the Testing Center, Room A-245. Most exams require hands-on demonstration, and the computers in the Testing Center have to be scheduled in advance. (Testing Center Phone: 815-455-8984)
4. Student will have up to three hours to complete the exam. No books or materials can be brought into the Testing Center.
5. A CIS instructor will grade the exam and complete the last section of the Proficiency Form. The Admissions Office will mail the results (pink copy of the Proficiency Form) to you. **(Allow 5-7 days for this.)** To ensure that you receive the results of your proficiency exam promptly, you must be a registered student at McHenry County College. You may wish to check with Registration personnel when you sign up for the test to make sure you are on our computer system with correct personal data.

***YOU MUST SCORE 80% OR MORE ON ANY PROFICIENCY  
EXAM YOU TAKE TO RECEIVE CREDIT***

## **THESE ARE THE ONLY PROFICIENCY EXAMS WE OFFER . . . .**

### **CIS 110—COMPUTER LITERACY**

The Computer Literacy test is comprised of seven exams—one multiple choice exam and six hands-on exams. The multiple choice exam is comprised of 50 questions covering computer concepts such as computer classification of systems, hardware components, Windows concepts, Internet concepts, storage media, memory requirements, and terms such as ROM, RAM, bit, byte, megabyte, etc. The six hands-on exams cover computer concepts/terminology, operating systems (Windows XP and Vista), word processing (Word 2007), spreadsheet (Excel 2007), presentation software (PowerPoint 2007), and database (Access 2007) skills. For Windows, you must know how to manipulate application windows on the desktop; how to create folders; and how to rename, copy, and delete files. For word processing you must know how to create, modify, and format a document. In the spreadsheet exam, you are required to enter data in the appropriate cells; use functions such as sum, average, min, max; align text over columns, and create a chart. For the presentation software, you need to be able to create and modify slides incorporating graphics, transitions, animations, and sound. In the database exam, you are required to define fields; add, delete, and edit records; and create simple queries and reports.

**NOTE: You must score an average of 80% on the multiple choice exam and the hands-on concepts exam. You must score 80% on at least three of the five hands-on tests (Windows XP/Vista, Word 2007, Excel 2007, PowerPoint 2007, and Access 2007).**

### **CIS 116—PC OPERATING SYSTEMS AND HARDWARE**

The OS and Hardware test consists of 50 questions that include multiple choice, fill-in-the-blank, and essay questions. Topics include OS command line utilities commonly used across multiple operating systems (DOS, Windows 9x, Windows NT, Windows 2000, Windows XP), basic hardware installation issues concerning resource use and resource conflicts, general CONFIG.SYS and AUTOEXEC.BAT file criteria, OS trouble-shooting and recovery techniques, and an overall understanding and knowledge of PC systems terminology.

### **CIS 117—INTRODUCTION TO PROGRAMMING**

The Introduction to Programming test is comprised of two parts. The first part presents you with five typical programming situations for which you must plan the logic. You may flowchart or use pseudocode to display your logic. The logic must strictly follow the rules of structured programming including using only sequence, selection, and repetition, and NO GOTO's. The problems include decision-making, looping, and use of one-dimensional arrays. The five questions are worth a total of 45 points.

The second part tests your knowledge of the C++ programming language. This part consists of 90 multiple-choice questions worth 45 points, and one short program to be written in C++ worth 10 points. Topics covered include C++ syntax rules for naming variables and functions, understanding data types of char, int, float, and double, arithmetic operations, cout, cin, the if, while, and for statements, evaluating expressions, writing modular programs and passing information to functions, and using one-dimensional arrays.

**CIS 118—INTRODUCTION TO WINDOWS**

The Intro to Windows test is comprised of two parts. The first part is a written test consisting of 40 multiple-choice questions. These are general questions about the Windows operating system. The second part of this exam is a hands-on exam. You will be required to pull up certain screens in Windows that demonstrate you understand the workings of Windows. (For example, you may need to change your desktop or change the Start Menu.) You will need to create screen shots of certain screens and save to a folder. You will then burn this folder to a CD that is provided.

**CIS 131—INTRO TO WINDOWS SPREADSHEET APPLICATIONS (EXCEL 2007)**

The spreadsheet test is a hands-on exam. You should be familiar with formatting, editing, saving, and printing commands. You will also need to be familiar with concepts such as functions, absolute and relative references in formulas, charts, and linking worksheets.

**CIS 136—INTRO TO PRESENTATION SOFTWARE (POWERPOINT 2007)**

The presentation software test is a hands-on exam. You should be familiar with formatting, editing, saving, and printing commands. You will also need to be familiar with creating, deleting, and reordering slides; using the master slide; applying transitions; applying animation effects; and incorporating sound.

**CIS 145—INTRODUCTION TO THE INTERNET**

The Internet test is comprised of four parts. The first part is a written test consisting of 50 multiple choice and true/false questions. The second part requires you to send an email message with an attachment. For the third part you will need to search the Internet to get answers to several questions. The final part on this test is creating a simple web page. To create your web page, you may use Microsoft's Expression or write your own HTML code. When you complete the web page, you will need to upload the necessary files to MCC's server. (You will be provided an FTP client program to upload your files.)

**NATIONAL CERTIFICATE EXAM CREDIT**

Any student who passes a national certification exam in the computer field such as A+ can receive college credit if we have a comparable course offering. Please bring your transcript (which shows what test was taken, where it was taken, and your score) to the Admissions Office, and it will be processed into your record and submitted for evaluation where proper credit will be assigned.