# **Proficiency Exam**

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## Proctored at

## GGC Testing Center

Location: **Hax**ilding D, Suite 1301 Phone: 678.407.5322 Fax: 678.407.5278

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Overview
Registering for the Exam
Topics Covered in the Exam
Concepts
Ch. 1 Software
Ch. 2 Hardware
Ch.3 The Internet
Ch. 4 Networking and Immersive Reality9
Ch. 5 Security
Ch. 6 Emerging Technologies
Office Applications MS Office 2019 14
MS Word
MS Excel
MS PowerPoint
MS Access
Format of the Exam
Frequently Asked Questions

GGC students must take a minimum two (2) ITEC courses (a total of 8 credit hours) to graduate:

Option A: ITEC1001: Intro to Computing and ITEC2110: Digital Media Option B: ITEC1001: Intro to Computing and ITEC 2120: Intro. to Programming Option C: ITEC 2110: Digital Media and ITEC 2120: Intro. to Programming Option D: ITEC 1001: Intro to Computing and ITEC 2130: Web Development

All students can choose Option A, B or Option D. To select Option C without taking ITEC 1001 first, you must take and pass a proficiency exam that covers content taught in ITEC 1001. This proficiency exam does NOT give you any course credit for ITEC 1001. Passing the exam simply gives you the opportunity to take higher level ITEC courses such as ITEC2110, ITEC 2120, and/or ITEC2130. If you pass the exam, you may still choose Option A, B, or C.

#### For ITEC majors: enroll in ITEC 2140: Programming Fundamentals instead of ITEC 2120.

The proficiency exam is the tool we use to determine if you are given the option to place out of ITEC1001. This exam will neither give you credit for ITEC1001 nor will the result of the exam exempt you from any of the General Education requirements. The result you receive on the exam is only used for placement - it will not appear anywhere on your transcript and will not affect your grade in any course. You can only take the exam once.

A student seeking to receive credit for ITEC 1001 should talk to the Testing Center about taking the CLEP test.

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- What is fiber-optic cable?
- What is coaxial cable?
- What is twisted pair wiring?
- What is Ethernet cable?
- What is a Wi-F signal?
- What is a cellular signal?
- What is a microwave signal?

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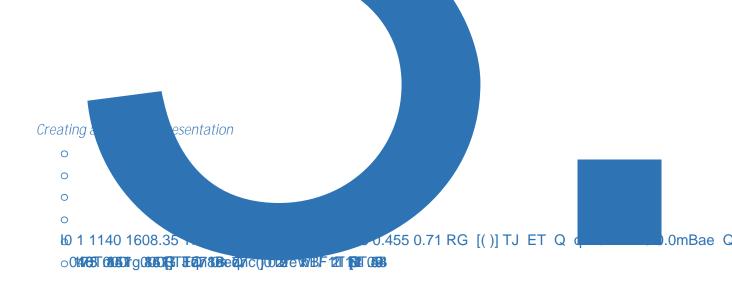
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#### What is a zombie?

### • What is a spam filter?

## Creating and Editing Documents

## Working with Formulas and Function



Creating a Database and Tables

#### Using Design View, Data Validation and Relationships

#### Creating and Using Queries

Q: I took a Computing Concepts at another institution and it seems like ITEC1001 is the same course. Do