



COMPUTER PROFICIENCY EXAM RULES AND GUIDELINES

- ❖ To enter the exam room, students must provide their exam booking form along with their Original Passport/ Emirates ID and they should arrive half an hour (30min) before the starting time of the exam.
- ❖ All unauthorized items must be placed at the front of the classroom; this includes books, phones, flash memory, iPods, etc. Mobile phones should be switched off.
- ❖ Students must remain in the exam room for the entire exam time. No breaks of any type will be allowed. A student who leaves the exam room during the exam will not be permitted to return.
- ❖ During exams, students will be expected to bring sufficient pencils, sharpeners, pens and erasers. Scratch papers will be provided by the proctor when needed.
- ❖ Students are not allowed to talk or share any type of information during the exam.
- ❖ All exams are assumed to be closed books. Any use of books or notes during the exam will be regarded as academic dishonesty.
- ❖ Students are absolutely forbidden to walk around in the classroom during the exam.
- ❖ Should the student finish the exam earlier than the specified time, he/she will have to quietly leave the room without disruption.

Students in violation of any of the above rules may be asked to leave the classroom immediately.

***RESULTS OF THE EXAMS WILL BE AVAILABLE ON THE FOLLOWING DAY
AFTER 4:00 P.M. AT THE ADMISSIONS OFFICE***

What is the Computer Proficiency Test?

It is a computer assessment test that aims at evaluating students' abilities to understand computers, information technology and related topics. It evaluates students' understanding of fundamental technology concepts such as the Internet, software, and hardware. In addition, the test examines students' essential and basic computer skills on spreadsheets and databases.

Engineering students are required to take the university's Computer Proficiency Exam prior to their first term of admission into Engineering. A student who fails the Exam will be required to enroll in and pass COMP 101 within his or her first term of admission. In such cases, COMP 101 credit will not count towards any of the School of Engineering program requirements.

Review Topics covered by this Exam

Students should be able to demonstrate knowledge of the following topics:

- ❖ Introduction to Computer Systems
- ❖ Data storage
- ❖ Input / Output Devices
- ❖ Application Software
- ❖ System Software
- ❖ Inside the System Unit
- ❖ System Design and Development
- ❖ Databases and Information Systems
- ❖ Networks
- ❖ Basic Internet skills
- ❖ MS Word
- ❖ MS PowerPoint
- ❖ MS Excel: Formulas and Functions
- ❖ MS Access : Intro to Access

Computer Proficiency Exam Sample Questions

➤ **Multiple Choice**

Identify the choice that best completes the statement or answers the question.

1. What is the term for the physical component of a storage device?
 - a. Optical storage
 - b. Magnetic storage
 - c. Solid-state storage
 - d. Storage device

2. What is the surface of a disk drive platter or tape coated with?
 - a. Aluminum
 - b. Iron oxide
 - c. Plastic
 - d. Silicon

3. Unlike tape, the read head can access any data on a disk drive, so it is said to be what type of device?
 - a. Sequential access
 - b. Solid-state access.
 - c. Random access.
 - d. Direct access.

4. What is the logical method used to manage the storage on a disk?
 - a. File system
 - b. Locational paradigm
 - c. Logical methodology
 - d. Virtual tracking

5. What type of data is stored on a CD?
 - a. Analog
 - b. Digital
 - c. Optical
 - d. Re-mastered

6. Which of the following has the greatest storage capacity?
 - a. Audio CD
 - b. CD-R
 - c. DVD-R
 - d. PhotoCD

7. Flash memory is an example of which type of storage medium?
- magnetic
 - optical
 - ROM
 - solid-state
8. Which of the following devices has an on board processor?
- Flash memory
 - Intelligent smart card
 - Smart card
 - Solid-state Disk
9. Which of the following is an expensive, albeit fast, replacement for a hard drive?
- flash memory
 - intelligent smart card
 - smart card
 - SSD
10. Which of the following is considered a volatile storage device?
- Solid-state Disk
 - Smart card
 - Intelligent smart card
 - Flash memory
11. Which of the following describes the time it takes a device to send data to another device?
- Access time
 - Propagation rate
 - Seek time
 - Throughput
12. What is the term that describes maintaining a hard disk to get better performance?
- Archiving
 - Cleaning
 - Optimizing
 - Re-formatting
13. What is the term for removing programs you no longer need?
- Compressing
 - Defragmenting
 - Resetting
 - Uninstalling

14. What is the process you would use to reduce the size of a file by removing unnecessary data?

- a. Booting
- b. Compressing
- c. Re-formatting
- d. Squashing

15. What is the term for the rectangular space on a Windows machine used to access files and run programs?

- a. Application area
- b. Background
- c. Contextual area
- d. Window

16. What part of applications area allows you to see data outside the current frame?

- a. Expander
- b. Scroll bar
- c. Slider
- d. Stretcher

17. Which of the following describes the way a user interacts with MS-DOS?

- a. Command line interface
- b. GUI
- c. Single-user/Multitasking interface
- d. Windows interface

18. Which of the following security tools will scan incoming connections from the Net to keep out crackers?

- a. Antivirus
- b. Anti-user
- c. Firewall
- d. Malicious user detection

19. What is the term for an operating system that is built right into the hardware?

- a. Embedded
- b. Inter-operational
- c. Self-loading
- d. Virtual

20. New, large suites of disk drives use which high-speed technology to reduce access time?

- a. Back end processing.
- b. Massively Parallel compression
- c. Fiber-optics
- d. MPP

21. What does QBE stand for?
- Query By Example
 - Question Based Examination
 - Query Basis Explanation
 - Quality Based Education
22. What is the term for a printed version of the output from a database?
- Form
 - Hard copy
 - Permanent copy
 - Report
23. What is the term for a very large computer system used in business?
- Business suite
 - Commercial package
 - Enterprise system
 - Production unit
24. What is Microsoft's database management package?
- Sybase
 - SQL Server
 - DB2
 - dBASE

➤ **Problem Solving:**

Solve the following Question using MS Office Excel spreadsheet

Calculate the total and average students' expenses for Books, Tuition, Rent, Entertainment, Food and Clothes. Then calculate the Running Total and Total Expenses for Freshman, Sophomore, Junior and Senior students

STUDENT PERSONAL EXPENSES							
	EXPENSE	Freshman	Sophomore	Junior	Senior	Total	Average
	Books	2000	4000	4000	7000		
	Tuition	40000	45000	50000	55000		
	Rent	20000	20000	20000	20000		
	Entertainment	5000	7000	9000	10000		
	Food & Clothes	8000	9000	10000	12000		
Running total							
Total Expense							

Answer Key

➤ **Multiple Choice**

1. ANS: D
2. ANS: B
3. ANS: C
4. ANS: A
5. ANS: B
6. ANS: C
7. ANS: D
8. ANS: B
9. ANS: D
10. ANS: A
11. ANS: D
12. ANS: C
13. ANS: D
14. ANS: B
15. ANS: D
16. ANS: B
17. ANS: A
18. ANS: C
19. ANS: A
20. ANS: C
21. ANS: A
22. ANS: D
23. ANS: C
24. ANS: B

➤ **Problem Solving:**

ANS:

AUD STUDENT PERSONAL EXPENSES							
	EXPENSE	Year 1	Year 2	Year 3	Year 4	Total	Average
	Books	AED 2,000.00	AED 4,000.00	AED 4,000.00	AED 7,000.00	17,000.00	4,250.00
	Tuition	AED 40,000.00	AED 45,000.00	AED 50,000.00	AED 55,000.00	190,000.00	47,500.00
	Rent	AED 20,000.00	AED 20,000.00	AED 20,000.00	AED 20,000.00	80,000.00	20,000.00
	Entertainment	AED 5,000.00	AED 7,000.00	AED 9,000.00	AED 10,000.00	31,000.00	7,750.00
	Food & Clothes	AED 8,000.00	AED 9,000.00	AED 10,000.00	AED 12,000.00	39,000.00	9,750.00
Running total		AED 75,000.00	AED 85,000.00	AED 93,000.00	AED 104,000.00	357,000.00	89,250.00
Total Expense		AED 75,000.00	AED 85,000.00	AED 93,000.00	AED 104,000.00	357,000.00	89,250.00