

**COMP 1000 Introduction to Computers  
Exemption Test Information  
Lanier Technical College**

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- ❖ Do not register for COMP 1000, if you plan to attempt exemption. This will cause you to be ineligible for the exemption test.
  - ❖ Have you previously taken the course you are attempting to exempt? You are ineligible to take an exemption test for that course per college policy.
  - ❖ COMP 1000 exemption test may be attempted only once by any student.
  - ❖ **Fee to attempt exemption is not covered by Financial Aid.**
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To exempt the course, all testing parts shown below must be passed with a grade of 70 or better.

**Test Part 1**      Theory test consisting of 30 true-false questions.

**Test Part 2**      Production test utilizing Microsoft 2016 versions of Word, Excel, Access, and PowerPoint. Performance errors will be penalized five points each. Each project will be assigned a grade. Each student must pass ALL projects with a 70 or better to exempt COMP 1000.

**In order to sign up for the test, print and fill out the form on the last two pages of this document – make sure you follow the Exemption Credit Procedures on the form.**

E-mail the instructor at the campus where you wish to test for the next exemption test date and to sign up IN ADVANCE.

<b>COMP 1000 Exemption Test</b>		
<b>Campus</b>	<b>Instructor</b>	<b>E-Mail</b>
Barrow	Rushia Cooper	<a href="mailto:rcooper@laniertech.edu">rcooper@laniertech.edu</a>
Forsyth	Theresa Lindsey	<a href="mailto:tlindsey@laniertech.edu">tlindsey@laniertech.edu</a>
Oakwood	Elizabeth Ortiz	<a href="mailto:eortiz@laniertech.edu">eortiz@laniertech.edu</a>

## **Study Guide for COMP 1000**

To exempt COMP 1000, Introduction to Computers, you must demonstrate knowledge of fundamental concepts and operations necessary to use Office 2016 and computer systems. The exemption test is based on the competencies that are taught and tested during the course.

Part 1 of the test is a theory portion covering fundamental concepts. Part 2 is a performance portion requiring you to demonstrate your ability to accomplish specific tasks on the computer.

### **Part 1: Theory**

You will answer multiple choice questions showing that you:

- Have an understanding of computer concepts terminology
- Know what hardware is, understand and provide examples
- Understand the differences in hardware and software
- Know what software is, understand and provide examples
- Understand viruses
- Understand different screen views available in all Office 2016 applications
- Use design features of PowerPoint
- Understand basic cell referencing in Excel
- Understand creating formulas and functions within Excel
- Understand capabilities of mail merge within Office 2016
- Apply general knowledge of keyboard shortcuts in Office 2016
- Recognize errors in Excel
- Understand the basic concepts of software applications
- Understand multi-tasking
- Understand Spelling and Grammar feature in Office 2016.
- Understand the purpose of a database, spreadsheets, presentations and word processing and e-mail applications
- Understand basic screen capture tools in Windows
- Understand implications of file downloads from Internet
- Understand use of basic tools common across Office 2016

### **Part 2: Performance Excel 2016**

- Create and save a workbook

- Create formulas and functions
- Display different views for worksheet
- Create a chart from the data
- Print spreadsheet

### **Access 2016**

- Create a database
- Create and manipulate objects within the database
- Enter data
- Extract specific data
- Print

### **PowerPoint 2016**

- Create, design and save a presentation
- Print

### **Word 2016**

- Create and save a document
- Apply formatting
- Check Spelling
- Print a Document



**Exemption Credit Payment Form**

-See Exemption Credit Procedures on Page 2-

\_\_\_\_\_  
Name

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Semester

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program of Study

**Course Exemption to be Attempted**

\_\_\_\_\_  
Course Prefix/Number

\_\_\_\_\_  
Credit Hours

I certify that the student named above has signed up for the Exemption Exam listed.

\_\_\_\_\_  
Exam Administrator Signature

I certify that the student named above is **NOT** currently registered for the course shown above. I further certify that this student has not been previously enrolled in the course shown above.

\_\_\_\_\_  
Advisor Signature

I certify that I have not previously attempted the Exemption Exam for the course shown above. I understand that it is my responsibility to pay the fee for each Exemption Exam I wish to attempt and that this **fee is non-refundable**. I also understand that I must present a receipt for payment to the Exam Administrator before I will be permitted to test.

\_\_\_\_\_  
Student Signature

**Date of Fee Payment:** \_\_\_\_\_ **Receipt Number:** \_\_\_\_\_

Business Office retains the original document; student receives a receipt.

## EXEMPTION CREDIT PROCEDURES

- STEP 1: Complete student portions (blocks 1 & 4) of the Exemption Credit Payment Form.
- STEP 2: Sign up for the test with the Exam Administrator. Exam Administrator completes block 2.
- STEP 3: Advisor must approve the attempted exam and sign the Exemption Credit Payment Form in block 3.
- STEP 4: Pay the exemption fee at the Administrative Services (Business) Office on the main campus or at the main office on the campus you attend. Student will receive a receipt as proof of payment to present to the Exam Administrator on the exam date.
- STEP 5: **Student must bring their receipt to the test so the Exam Administrator can verify payment;** student may then take the Exemption Exam. When the exam is graded, student will receive the results from the Exam Administrator.
- STEP 6: If a student passes the Exemption Exam and would like to add an additional course during the drop/add period, he/she should consult his/her advisor and add the class via BannerWEB. If a student does not pass the Exemption Exam and would like to add this course during the drop/add period, he/she should add the class via BannerWEB. If additional fees are due, fee payment deadlines must be followed.

### EXEMPTION EXAM CHART

The **Exemption Exam Chart** is available at all campuses and at [www.laniertech.edu](http://www.laniertech.edu). From the home page select "Student Affairs", select "Student Affairs Forms", and then scroll down to "Registration & Records". The Chart lists detailed information including which courses are available for Exemption Exams, the Exam Administrator's office number, classroom number, phone number, and email address.

Effective Fall Semester 2014, the Exemption Exam Fee is 25% of the tuition for the course.

**2 Semester Hour Course \$44.50**

**3 Semester Hour Course \$66.75**

**4 Semester Hour Course \$89**