

Reading List for the MCO 140 Exemption Exam

Questions on the exam will come from the following three textbooks:

Title: Discovering Computers Fundamentals: Your Interactive Guide to the Digital World, 8th Edition

Authors: Shelly and Vermaat

Pub. Date: 2012

Publisher: Cengage Learning

ISBN: 1-111-53045-9 OR 978-1-111-53045-7

Title: Internet Research-Illustrated, Sixth Edition

Authors: Barker, Barker, and Pinard

Pub. Date: 2012

Publisher: Cengage Learning

ISBN: 1-133-19038-3 OR 978-1-133-19038-7

Title: Microsoft Office 2013: Introductory, 1st Edition

Authors: Misty E. Vermaat

Pub. Date: 2014

Publisher: Cengage Learning

ISBN: ISBN-10: 1285166027 | ISBN-13: 9781285166025

Within these books, the following chapters, or parts of chapters, will be included:

<u>Name of Text</u>	<u>Chapter</u>	<u>What You need To Know</u>
Discovering Computers Fundamentals	1	All, but omit pages 20 to 27
Discovering Computers Fundamentals	2	All
Discovering Computers Fundamentals	3	Omit

<u>Name of Text</u>	<u>Chapter</u>	<u>What You need To Know</u>
Discovering Computers Fundamentals	4	All . Also check the site http://www.cpuscorecard.com/cpuprices/feature_comp.htm to compare processor features & specifications.
Discovering Computers Fundamentals	5	Omit pages 195 to 205, but add the following 4 terms: Soft Copy, OCR, Pixel
Discovering Computers Fundamentals	6	All, but omit pages 244 (from "RAID") to 246
Discovering Computers Fundamentals	7	All, but omit pages 273 (bottom) to 283
Discovering Computers Fundamentals	8	Only the following terms: Sending Device, Communications Channel, and Receiving Device (p. 314), Local Area Network (LAN) (p. 323) Wide Area Network (WAN) (p. 324), Modem (p. 333) Wireless Modem (p. 334), Network Card (p. 334), Router (p. 334) Bandwidth (p. 337), Broadband (p. 338)
Discovering Computers Fundamentals	9	Omit
Discovering Computers Fundamentals	10	All
Discovering Computers Fundamentals	11	Omit
Discovering Computers Fundamentals	12	Omit
Internet Research	Units A, B, C, and D	All
Office 2010	Windows (Chapter 1)	All
Office 2010	Word (Chapters 1, 2, and 3)	All

<u>Name of Text</u>	<u>Chapter</u>	<u>What You need To Know</u>
Office 2010	Excel (Chapters 1, 2, and 3)	All
Office 2010	PowerPoint (Chapters 1,2 and 3)	All

The first part of the exam is written and covers the first two textbooks listed above (Discovering Computers and Internet Research). Students who score sufficiently high on the first part will be allowed to take the hands-on test covering Microsoft Word, Excel, and PowerPoint.