



# CLEP Information Systems & Computer Applications w/ CD-ROM (CLEP Test Preparation)

By Naresh Dhanda, CLEP

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## CLEP Information Systems & Computer Applications w/ CD-ROM (CLEP Test Preparation) By Naresh Dhanda, CLEP

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**Everything you need to pass the exam and get the college credit you deserve.**

CLEP\* is the most popular credit-by-examination program in the country, accepted by more than 2,900 colleges and universities. For over 15 years, REA has helped students pass CLEP\* exams and earn college credit while reducing their tuition costs. Our CLEP\* test preps are perfect for adults returning to college (or attending for the first time), military service members, high-school graduates looking to earn college credit, or home-schooled students with knowledge that can translate into college credit.

The *CLEP\* Information Systems and Computer Applications* test prep assesses the skills tested on the official CLEP\* exam. Our comprehensive review chapters cover: information systems and office application software, hardware and systems technology, information systems software development, and more.

The book includes two full-length practice tests. Each exam comes with detailed feedback on every question. We don't just say which answers are right—we explain why the other answer choices are wrong—so you can identify your strengths and weaknesses while building your skills.

Both of the book's practice tests are also offered on our interactive TestWare CD and give you the added benefits of timed testing, automatic scoring, and diagnostic feedback. We help you zero in on the topics and types of questions that give you trouble now, so you'll succeed when it counts.

*REA is the acknowledged leader in CLEP\* preparation, with the most extensive library of CLEP\* titles available. Our test preps for CLEP\* exams help you earn college credit, save on tuition, and get a college degree.*

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### Editorial Review

From the Back Cover

#### **EARN COLLEGE CREDIT WITH CLEP – GET THE MOST COMPREHENSIVE GUIDE ON THE MARKET TODAY!**

##### *CLEP Information Systems & Computer Applications*

The Most Complete CLEP Information Systems & Computer Applications Subject Review

Everything you need to know for the CLEP Information Systems & Computer Applications exam.

Comprehensive review chapters completely align with all the subjects tested on the exam.

##### **The Best CLEP Information Systems & Computer Applications Practice Exams Available**

2 full-length CLEP Information Systems & Computer Applications practice tests based on official CLEP exam questions released by the College Board.

##### **Total Explanations of Questions & Answers**

Each CLEP Information Systems & Computer Applications practice test comes with detailed feedback on every question. We don't just say which answers are right – but why the others are wrong – so you'll be prepared for the CLEP Information Systems & Computer Applications exam.

##### Proven Test-Prep Methods

REA's focused content and practical advice have helped millions succeed on their exams. With our step-by-step plan, you can score high on the CLEP Information Systems & Computer Applications exam and earn the college credit you deserve!

##### Get the World's Most Advanced CLEP Software

REA's CLEP Information Systems & Computer Applications TestWare combines a realistic test environment with the most powerful scoring analysis and diagnostic tools available. With every CLEP practice test you take, you'll gain knowledge and confidence for the real exam. Automatic scoring and instant reports help you zero in on the topics and types of questions that give you trouble now, so you'll succeed on the CLEP Information Systems & Computer Applications exam!

##### **What is CLEP?**

CLEP is the College Board's credit-by-examination program for more than 30 subjects. Each exam passed earns the student between 3-12 credits at more than 2,900 colleges and universities in the U.S. and abroad. REA has the largest library of CLEP test preps that can help you earn college credit while saving you valuable time and money.

### About the Author

#### **About Our Author**

Naresh Dhanda received his bachelor's degree in Mathematics, Chemistry, and Physics from Panjab University, Chandigarh, India. He holds a master's degree in Chemistry from the University of London, London, England, and a master's degree in Computer Science from Jackson State University, Jackson, Mississippi.

For the past twenty-five years, he has taught mathematics and computer science at colleges and universities across the country. He is currently an Associate Professor of Computer Science at Middlesex County College, Edison, New Jersey.

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## **Passing the CLEP Information Systems and Computer Applications Exam**

### **ABOUT THIS BOOK AND TESTWARE®**

This book provides you with complete preparation for the CLEP Information Systems and Computer Applications exam. Inside you will find a targeted review of the subject matter, as well as tips and strategies for test taking. We also give you two practice tests, featuring content and formatting based on the official CLEP Information Systems and Computer Applications exam. Our practice tests contain every type of question that you can expect to encounter on the actual exam. Following each practice test you will find an answer key with detailed explanations designed to help you more completely understand the test material.

The practice exams in this book and software package are included in two formats: in printed format in this book, and in TestWare® format on the enclosed CD. We strongly recommend that you begin your preparation with the TestWare® practice exams. The software provides the added benefits of instant scoring and enforced time conditions.

All CLEP exams are computer-based. As you can see, the practice tests in our book are presented as paper-and-pencil exams. The content and format of the actual CLEP subject exams are faithfully mirrored. Later in this chapter you'll find a detailed outline of the format and content of the CLEP Information Systems and Computer Applications exam.

### **ABOUT THE CLEP PROGRAM**

#### **Who takes CLEP exams and what are they used for?**

CLEP examinations are typically taken by people who have acquired knowledge outside the classroom and wish to bypass certain college courses and earn college credit. The CLEP is designed to reward students for learning—no matter where or how that knowledge was acquired. The CLEP is the most widely accepted credit-by-examination program in the country, with more than 2,900 colleges and universities granting credit for satisfactory scores on CLEP exams.

Although most CLEP examinees are adults returning to college, many graduating high school seniors, enrolled college students, military personnel, and international students also take the exams to earn college credit or to demonstrate their ability to perform at the college level. There are no prerequisites, such as age or educational status, for taking CLEP examinations. However, because policies on granting credits vary among colleges, you should contact the particular institution from which you wish to receive CLEP credit.

#### **There are two categories of CLEP examinations:**

1. CLEP General Examinations, which are five separate tests that cover material usually taken as requirements during the first two years of college. CLEP General Examinations are available for College Composition and College Composition Modular, Humanities, College Mathematics, Natural Sciences, and Social Sciences and History.

2. CLEP Subject Examinations include material usually covered in an undergraduate course with a similar title. For a complete list of the subject examinations offered, visit the College Board website.

### **Who administers the exam?**

The CLEP exams are developed by the College Board, administered by Educational Testing Service (ETS), and involve the assistance of educators throughout the United States. The test development process is designed and implemented to ensure that the content and difficulty level of the test are appropriate.

### **When and where is the exam given?**

CLEP exams are administered each month throughout the year at more than 1,200 test centers in the United States and can be arranged for candidates abroad on request. To find the test center nearest you and to register for the exam, you should obtain a copy of the free booklets CLEP Colleges and CLEP Information for Candidates and Registration Form. They are available at most colleges where CLEP credit is granted, or by contacting:

CLEP Services  
P.O. Box 6600  
Princeton, NJ 08541-6600  
Phone: (800) 257-9558 (8 A.M. to 6 P.M. ET)  
Fax: (609) 771-7088  
Website: [www.collegeboard.com/clep](http://www.collegeboard.com/clep)

### **CLEP Options for Military Personnel and Veterans**

CLEP exams are available free of charge to eligible military personnel and eligible civilian employees. All the CLEP exams are available at test centers on college campuses and military bases. In addition, the College Board has developed a paper-based version of 14 high-volume/high-pass-rate CLEP tests for DANTES Test Centers. Contact the Educational Services Officer or Navy College Education Specialist for more information. Visit the College Board website for details about CLEP opportunities for military personnel.

Eligible U.S. veterans can claim reimbursement for CLEP exams and administration fees pursuant to provisions of the Veterans Benefits Improvement Act of 2004. For details on eligibility and submitting a claim for reimbursement, visit the U.S. Department of Veterans Affairs website at [www.gibill.va.gov/pamphlets/testing.htm](http://www.gibill.va.gov/pamphlets/testing.htm).

CLEP marks a special spot with reference to the new Post-9/11 GI Bill, which applies to veterans returning

from the Iraq and Afghanistan theaters of operation. Because the GI Bill provides tuition for up to 36 months, racking up college credits by testing out of general introductory courses with CLEP exams expedites academic progress and degree completion within the funded timeframe.

### **SSD Accommodations for Students with Disabilities**

Many students qualify for extra time to take the CLEP Information Systems and Computer Applications exam, but you must make these arrangements in advance. For information, contact:

College Board Services for Students with Disabilities  
P.O. Box 6226  
Princeton, NJ 08541-6226  
Phone: (609) 771-7137 (Monday through Friday, 8 A.M. to 6 P.M. ET)  
TTY: (609) 882-4118  
Fax: (609) 771-7944  
E-mail: [ssd@info.collegeboard.org](mailto:ssd@info.collegeboard.org)

### **What do I study first?**

To begin your studies, read over the introduction and the suggestions for test taking. Take Practice Exam 1 on CD to determine your strengths and weaknesses, and then study the course review material, focusing on your specific problem areas. The course review includes the information you need to know when taking the exam. Make sure to follow up your diagnostic work by taking the remaining practice exam on CD to become familiar with the format and feel of the CLEP Information Systems and Computer Applications exam.

To best utilize your study time, follow our Independent Study Schedule, which you'll find in the front of this book. The schedule is based on a four-week program, but can be condensed to two weeks if necessary by collapsing each two-week period into one.

### **When should I start studying?**

It is never too early to start studying for the CLEP Information Systems and Computer Applications exam. The earlier you begin, the more time you will have to sharpen your skills. Do not procrastinate! Cramming is not an effective way to study, since it does not allow you the time needed to learn the test material. The sooner you learn the format of the exam, the more time you will have to familiarize yourself with it.

### **FORMAT AND CONTENT OF THE EXAM**

The CLEP Information Systems and Computer Applications exam covers the material one would find in a college-level introductory business information systems course. The exam emphasizes basic concepts about information systems and the application of that knowledge. References to applications such

as word processing or spreadsheets do not require knowledge of a specific product. Instead, the exam focuses on the concepts and techniques applicable to a variety of products and environments. Knowledge of arithmetic and mathematics equivalent to a first-year high school algebra course is assumed.

**The exam consists of 100 questions to be answered in 90 minutes. The approximate breakdown of topics is as follows:**

Information Systems and Office Application Software in Organizations 25%

Hardware and Systems Technology 20%

Information Systems Software Development 15%

Programming Concepts and Data Management 25%

Business, Social, and Ethical Implications and Issues 15%

## **SCORING YOUR PRACTICE TESTS**

### **How do I score my practice tests?**

The CLEP Information Systems and Computer Applications exam is scored on a scale of 20 to 80. To score your practice tests, count up the number of correct answers. This is your total raw score. Convert your raw score to a scaled score using the conversion table on the following page. (Note: The conversion table provides only an estimate of your scaled score. Scaled scores can and do vary over time, and in no case should a sample test be taken as a precise predictor of test performance. Nonetheless, our scoring table allows you to judge your level of performance within a reasonable scoring range.)

### **When will I receive my score report?**

The test administrator will print out a full Candidate Score Report for you immediately upon your completion of the exam (except for CLEP College Composition and College Composition Modular). Your scores are reported only to you, unless you ask to have them sent elsewhere. If you want your scores reported to a college or other institution, you must say so wh...

## **Users Review**

### **From reader reviews:**

#### **Robin Gilbertson:**

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**Lauren Smith:**

Your reading sixth sense will not betray you, why because this CLEP Information Systems & Computer Applications w/ CD-ROM (CLEP Test Preparation) publication written by well-known writer we are excited for well how to make book that may be understand by anyone who read the book. Written throughout good manner for you, dripping every ideas and writing skill only for eliminate your own personal hunger then you still hesitation CLEP Information Systems & Computer Applications w/ CD-ROM (CLEP Test Preparation) as good book not merely by the cover but also through the content. This is one publication that can break don't judge book by its deal with, so do you still needing a different sixth sense to pick that!? Oh come on your reading through sixth sense already said so why you have to listening to an additional sixth sense.

**Donna Cauley:**

On this era which is the greater person or who has ability to do something more are more important than other. Do you want to become one of it? It is just simple way to have that. What you need to do is just spending your time almost no but quite enough to enjoy a look at some books. On the list of books in the top listing in your reading list is definitely CLEP Information Systems & Computer Applications w/ CD-ROM (CLEP Test Preparation). This book that is certainly qualified as The Hungry Mountains can get you closer in turning out to be precious person. By looking up and review this e-book you can get many advantages.

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