



**CREDIT BY EXAMINATION**  
**CIS 205: COMPUTER LITERACY - 1 UNIT**

To take this exam, you must:

- Present an approved Credit-by-Examination form from the Admissions & Records Office to the CIS instructor administering the exam. This form must verify your enrollment for the term you are taking the exam.
- Each student can have ONLY one challenge for the test throughout the academic year. Credit, or no credit (if you failed the test), will be showed on your transcript.
- Bring a student's picture ID to the exam. Exam given in P103.
- Bring a Flash Drive and ink pen.

The exam requires the following minimal knowledge

Software	Minimally Required Skills
Microsoft Windows Vista	<ul style="list-style-type: none"> <li>• Directory navigation</li> <li>• File manipulation (naming, moving, and deleting files)</li> <li>• Familiarity with common file formats</li> </ul>
Internet	<ul style="list-style-type: none"> <li>• Simple web site browsing</li> <li>• Downloading files</li> </ul>
Microsoft Word 2007 Microsoft Excel 2007 Microsoft Access 2007 Microsoft PowerPoint 2007	<ul style="list-style-type: none"> <li>• Creating a file</li> <li>• Document formatting</li> <li>• Inserting objects into documents (images, graphs, etc.)</li> <li>• Table creation and formatting</li> <li>• Sharing data with other applications</li> <li>• File creation</li> <li>• Chart creation and formatting</li> </ul>
Microsoft Paint	<ul style="list-style-type: none"> <li>• File manipulation (inserting text in graphic files)</li> </ul>

The Credit by Exam was designed by CIS faculty for some students who like to challenge the test without going through a computer literacy class. For questions, or to schedule an exam or orientation date, please contact Simon Chan by email [ychan@peralta.edu](mailto:ychan@peralta.edu) or call 510-434-3819

The schedule for the Credit by Exam is as follows for **Fall 2011**: from February thru May in Room P107.

Tuesday, September 6th	Wednesday, October 5th	Tuesday, November 8th	Wednesday, December 7th
1:00 to 3:00 PM	1:00 to 3:00 PM	1:00 to 3:00 PM	1:00 to 3:00 PM

**Seating for the test is limited to 10.** Students MUST make an appointment before coming for the exam.