



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

To take this exam, you must:

- Present an approved Credit-by-Examination BLUE form from the Admissions & Records Office to Prof. Simon Chan in P107. This form will verify your registration for the exam.
- Understand that you have **ONLY ONE OPPORTUNITY** to take this test throughout your Academic years. Credit, or no credit (if you failed the test), will be showed on your transcript after the test.
- Bring a student's picture ID and a pen to the exam please.
- **NOT TAKING CIS205 CLASS IN THIS SEMESTER \*\*\***

The Exam requires the following minimal knowledge

Software	Minimally Required Skills
Microsoft Windows 7	<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 2013 Microsoft Excel 2013 Microsoft Access 2013 Microsoft PowerPoint 2013	<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/slide creation and formatting</li> <li>• Sharing data with other applications</li> <li>• File creation</li> <li>• Chart creation and formatting</li> <li>• Finalizing a Database</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 Prof. 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 2015**:

Tuesday September 22	Tuesday October 13	Tuesday November 17
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 people. Students MUST make an reservation before coming for the exam. \*\***