



CREDIT BY EXAMINATION

CIS 205, Computer Literacy

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 in which you are taking the exam.
- ♦ Bring a formatted disc to the exam.

The exam requires the following *minimal* knowledge:

Software	Minimally Required Skills
Microsoft Windows 98/2K/XP	<ul style="list-style-type: none">♦ Directory navigation♦ File manipulation (naming, moving, and deleting files)♦ Familiarity with common file formats
Internet	<ul style="list-style-type: none">♦ Simple web site browsing♦ Downloading files
Microsoft Word	<ul style="list-style-type: none">♦ Creating a file♦ Document formatting♦ Inserting objects into documents (images, graphs, etc.)♦ Table creation and formatting♦ Sharing data with other applications
Microsoft Excel	<ul style="list-style-type: none">♦ File creation♦ Chart creation and formatting
Microsoft Paint	<ul style="list-style-type: none">♦ File manipulation (inserting text in graphic files)

Note the following dates, times, locations, instructors, and instructions:

- First Tuesday and Thursday of each month, 9:30AM by appointment only in Building P, Room P103. Siu Joe, 510-436-2664, cis_merritt@yahoo.com
- First Monday and Wednesday of each month, 6PM by appointment only in the Learning Center, Room D187. Monte Hanrahan, 510-436-2453, mhanrahan@peralta.edu

Questions should be directed to the CIS Department Chair, Guy Forkner, (510-436-2640 or mforkner@peralta.edu) or to the Division II Secretary, Milfie Howell at (510) 436-2409 or to the Division II Dean, Rebecca Kenney at (510) 436-2426.