Merritt College

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 CBE administer, Prof Simon Chan in P107. 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 and a pen to the exam. Exam given in P107.
- **YOU ARE NOT TAKING CIS205 CLASS IN THIS SEMESTER *****

The exam requires the following minimal knowledge

Software	Minimally Required Skills
Microsoft Windows 7	- Directory navigation - File manipulation (naming, moving, and deleting files) - Familiarity with common file formats
Internet	- Simple web site browsing - Downloading files
Microsoft Word 2010 Microsoft Excel 2010 Microsoft Access 2010 Microsoft PowerPoint 2010	- Creating a file - Document formatting - Inserting objects into documents (images, graphs, etc.) - Table creation and formatting - Sharing data with other applications - File creation - Chart creation and formatting

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** or call 510-434-3819

The schedule for the Credit by Exam is as follows for **Fall 2013**: from September thru November in Room P107.

Tuesday Sept 24th	Tuesday Oct 22nd	Tuesday Nov 26th
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. **