



CREDIT BY EXAMINATION

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)

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. The Credit by Exam Orientation is an opportunity for these students to receive the information about the Exam. The Orientation is held Monday through Thursday at 12:00 noon till 1:00 p.m. in P107 during the Spring 2008 semester. For questions, or to schedule an exam date, please contact Mr. Simon Chan, CIS instructor, at 434-3819 or email ychan@peralta.edu.

The Spring 2008 schedule for the Credit by Exam is as follows:

Monday	Tuesday	Wednesday	Thursday
9:30 a.m.- 10:30 a.m.	9:30 a.m.-10:30 a.m.	2:00 p.m. -3:00 p.m.	2:00 p.m.-3:00 p.m.

The Spring 2008 schedule for the Orientation is as follows:

Monday through Thursday
12:00 noon to 1:00 p.m. in P107

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