



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 in which you are taking the exam.
- Bring a student's picture ID to the exam.

The exam requires the following minimal knowledge

Software	Minimally Required Skills
Microsoft Windows XP/Vista	<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 by appointment. For question, or to schedule an exam or orientation date, please contact Mr. Simon Chan, CIS instructor, at 434-3819 or email ychan@peralta.edu.

The schedule for the Credit by Exam is as follows:

Spring Session: from Feb thru May, **Summer Session:** in July and **Fall Session:** from Sept. thru Nov.

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

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

11/7/08