



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 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 to the exam. Exam given in P103.
- Bring a Flash Drive and ink pen.

The exam requires the following minimal knowledge:

Software	Minimally Required Skills
Microsoft Windows 7	<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 2010 Microsoft Excel 2010 Microsoft Access 2010 Microsoft PowerPoint 2010	<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• 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 **Spring 2016**.

Thursday April 21st
10:00 a.m. in P-103

Seating for the test is limited to 10. Students MUST make an appointment before coming for the exam.