



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:

- Wednesday, February 22, 2006, 6PM in Room P-103 – Anita Black
(Student should e-mail their attendance confirmation no later than February 20th to ablack@peralta.edu or call 434.3858)
- First Tuesday of each month, 11AM by appointment in the Learning Center, Room D187 – Siu Joe
- First Tuesday of each month, 7PM by appointment in the Learning Center, Room D187 – Monte Hanrahan
- Monday, May 1, 2006, 12PM and 1PM in P103 or P107 – Mike Feiler or Simon Chan
(Student should e-mail their attendance confirmation no later than April 24th to mfeiler@peralta.edu or call 436.2624)

Questions should be directed to either the CIS Department Chair, Guy Forkner, at (510) 436-2409 or to the Division II Dean, Gary Yee, at (510) 436-2426.