



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.
- Each student can have ONLY one challenge for the test throughout the academic year.
- Bring a student's picture ID to the exam.
- The result of this exam will show credit (Cr) or no credit (NC) on your transcript, no letter grade will be posted.

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 students to clear the Associate Degree general education computer literacy requirement without taking a class. The Credit by Exam Orientation is an opportunity for 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 only**. For questions, or to schedule an exam or orientation date, please contact Mr. Simon Chan in P103 or by email at ychan@peralta.edu.

The schedule for the Credit by Exam is as follows:

Spring Session: February thru May, **Summer Session:** July; **Fall Session:** September thru November

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

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