



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.

The exam requires the following minimal knowledge

Software	Minimally Required Skills
Microsoft Windows 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 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
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. 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 2012**: from February thru May in Room P107.

Tuesday, February 7 th	Wednesday, March 7 th	Thursday, April 12 th	Tuesday, May 8 th
1:00 to 3:00 PM	1:00 to 3:00 PM	1:00 to 3:00 PM	1:00 to 3:00 PM

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