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	• Directory navigation • File manipulation (naming, moving, and deleting files) • Familiarity with common file formats
Internet	• Simple web site browsing • Downloading files
Microsoft Word	• Creating a file • Document formatting • Inserting objects into documents (images, graphs, etc.) • Table creation and formatting • Sharing data with other applications
Microsoft Excel	• File creation • Chart creation and formatting
Microsoft Paint	• File manipulation (inserting text in graphic files)

Note the following dates, times, locations, instructors, and instructions:

- Thursdays, September 28, October 26 and Thursdays, November 9 & 30, 6PM by appointment in the Learning Center, Room D187 – Monte Hanrahan (Student should e-mail their attendance confirmation to mhanrahan@peralta.edu or call 434.2442)

- Thursday, October 5, 2006, 8:30-9:30AM and 11:30-2PM in P107 – Mike Feiler (Student should e-mail their attendance confirmation to mfeiler@peralta.edu or call 436.2624)

- Tuesdays or Thursdays, December 5, 7, 12, or 14, 2006, 2:30 in Room P-103 - Anita Black (Student should e-mail their attendance confirmation to ablack@peralta.edu or call 434.3858)

Questions should be directed to either the CIS Department Chair, Guy Forkner, e-mail to mforkner@peralta.edu or call 436-2640 or Division II Secretary Milfie Howell, at 436.2409.