



CREDIT BY EXAMINATION

CIS 205, Computer Literacy

To take this exam, you must:

- ❶ 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.
- ❶ 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">❶ Directory navigation❶ File manipulation (naming, moving, and deleting files)❶ Familiarity with common file formats
Internet	<ul style="list-style-type: none">❶ Simple web site browsing❶ Downloading files
Microsoft Word	<ul style="list-style-type: none">❶ Creating a file❶ Document formatting❶ Inserting objects into documents (images, graphs, etc.)❶ Table creation and formatting❶ Sharing data with other applications
Microsoft Excel	<ul style="list-style-type: none">❶ File creation❶ Chart creation and formatting
Microsoft Paint	<ul style="list-style-type: none">❶ File manipulation (inserting text in graphic files)

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

- ❶ 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)
- ❶ 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)
- ❶ Tuesdays or Thursdays, December 5, 7, 12, or 14, 2006, 2:30 and 4PM 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.