CREDIT BY EXAMINATION
CIS 205: COMPUTER LITERACY - 1 UNIT

To take this exam, you must:

- Enroll the Credit-by-Examination (with a class code) and complete a BLUE form from the Admissions & Records Office to Prof. Simon Chan. This form will verify your registration for the exam.
- Email Prof. Chan for the schedule and reservation for the date of the test at least one week before the test meet.
- A Confirmation from Prof. Chan is needed
- <u>Understand that you have **ONLY ONE OPPORTUNITY** to take this test throughout your Academic years. Credit, or no credit (if you failed the test), willThe be showed on your transcript after the test.</u>
- The test takes place online on Canvas
- ***You must NOT TAKING CIS205 CLASS IN THIS SEMESTER ***

The Exam requires the following minimal knowledge

Software	Minimally Required Skills
Microsoft Windows 7	- Directory navigation - File manipulation (naming, moving, and deleting files) - Familiarity with common file formats
Internet	NOT allow access internet or cell phone during the test
Microsoft Word 2013 Microsoft Excel 2013 Microsoft PowerPoint 2013	- Creating a file - Document formatting - Inserting objects into documents (images, graphs, etc.) - Table/slide creation and formatting - Sharing data with other applications - File creation - Chart creation and formatting

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 Prof. Simon Chan by email **ychan@peralta.edu**

The schedule for the Credit by Exam is as follows for **Spring 2021**:

Tuesday March 30
1 p.m.

<u>Students MUST make an reservation before coming for the exam. **</u>**