



**CREDIT BY EXAMINATION
CIS 205: COMPUTER LITERACY - 1 UNIT**

To take this exam, you must:

- You must verify your enrollment in this Semester when you take the exam.
- Each student takes **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.
- If you are currently taking CIS205 this Semester, then you **CANNOT** take this test.
- Bring a student’s picture ID to the exam. Exam is given in P103.
- Students can check out the current textbook from CIS 205 at Merritt’s library for pre-studying the test

The Exam requires the following minimal knowledge

Software	Minimally Required Skills
Microsoft Windows 7	<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 2013 Microsoft Excel 2013 Microsoft PowerPoint 2013	<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

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 or call 510-434-3819

The schedule for the Credit by Exam is as follows for **Fall 2018** in Room P103.

Tuesday, September 11th	Tuesday, October 9th	Tuesday, November 13th	
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 come for the exam.