



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

To take this exam, you must:

- Present an approved Credit-by-Examination BLUE form from the Admissions & Records Office to Prof. Simon Chan in P107. This form will verify your registration for the exam.
- Understand that you have **ONLY ONE OPPORTUNITY** to take this test throughout your Academic years. Credit, or no credit (if you failed the test), will be showed on your transcript after the test.
- Bring a student’s picture ID and a pen to the exam please.
- **You must NOT TAKING CIS205 CLASS IN THIS SEMESTER *****

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"> • NOT allow access internet or cell phone during the test
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/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 or call 510-434-3819

The schedule for the Credit by Exam is as follows for **Fall 2019**:

Thursday Oct 15	Tuesday Nov 12	Thursday Dec 3
1 p.m.	1 p.m.	1 p.m.

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