

Hawaii Campus
School of Business

<u>TestOut Office Pro</u>	TestOut	1	2019	TestOut	9781-93508-0718	2/21/20

- Import and export data between Office applications and other computer programs
- Format Office applications with templates and themes
- Build presentations with animation in Microsoft PowerPoint

Students enrolled at one of the university's external campuses should make every effort to attend

program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

ITEM	POINTS	GRADE
FINAL	200	A = 600 - 540
QUIZ'S	135	B = 539 - 480
LABS	55	C = 479 - 420
PROJECT	100	D = 419 - 360
Complete Test Out	110	F = 359 and below

Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs/Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

Date	Reading	Topic	Assignment
26 Mar	Access	Creating tables and Forms	7.1-R.9 12 3969330.78-T.81(7)1305(F)ETJET Lab as Assigned in class class
2 Apr			

7 May	Power Point	Basic power Point	6.1- 6.6 Labs as assigned in Class Quiz #9
14 May	Power Point	More activities	6.7-6.11 Final

None