

ITSW 1301 challenge exam (test out):

The challenge exam covers all of the topics that we cover in the classroom. This course is an 80 contact hour course.

Here is the course description for the class:

An overview of the production of documents, tables, graphics including advanced applications in merging, macros, desktop publishing, macros, and extensive formatting for technical documents

Here are the learning outcomes for the class:

- Identify word processing terminology and concepts
- Create technical documents
- Format and edit documents
- Use simple tools and utilities
- Print documents
- Design and create macros
- Use advanced formatting features
- Import data
- Use graphics and special functions to enhance documents

There are six parts to this exam.

- The first part is an objective, multiple-choice exam that is answered on paper.
- The remaining five parts are to be completed in Microsoft Word.

You must pass each part of the exam with an 80% or higher. If you fail any one part of the exam with below an 80% you fail the entire exam and you cannot take it again. If you pass, you will receive the 3 credit hours on your transcript, but not a grade, so it will not affect your GPA. If you fail the exam you must take the course. The exam is taken in our assessment center

To take the exam you will need a PLA by Internal Exam form with my signature. You will then take that form over to an advisor who will check your TSI status and make sure you have completed at least 6 hours in the Lone Star College System, and then sign off on the form. You will then take the form business center and pay your \$25 non-refundable fee. You will need to take the payment receipt and the form to the testing center and they will administer the test. You have 3 hours in which to take it.

When you have finished the exam, please email me at Heather.S.Cannon@lonestar.edu so I can pick up your completed exam and grade it.

Grading Results:

- In a regular semester, it will take at least 48 hours (not counting weekends) to complete the grading and get the results back to you.
- In the summer, it will take at least 2 weeks to complete the grading and get the results back to you.

