



# Challenge Exam Information Sheet

## Introduction to MS Office

### Course Information

<i>Course # Title</i>	10103129 Introduction to MS Office
<i>Credits</i>	1
<i>Instructional Area</i>	Computer Software
<i>Instructional Level</i>	Associate Degree
<i>Division</i>	Business

Click here [Introduction to MS Office](#) to review the detailed course outcome summary for this course to determine if you are prepared to take this challenge exam.

### Challenge Exam Format

<b>Number/Format of Questions:</b>	99 Points
<b>Passing Score:</b>	79 (80% of Total)
<b>Time Allowed For Completion:</b>	2 Hours
<b>Materials Allowed In Testing Room:</b>	Computer, printer, testing center provided flash drive
<b>When/How Results Will Be Available</b>	Results will be emailed to your WITC email account within one week of taking the exam.

## Challenge Exam Guidelines

**Understand that Challenge Exams are evaluative, rather than learning, experiences.** Results indicate only whether a student has earned credit for prior learning: pass or fail. No score is available, nor is a report of how a student performed on any piece of the exam.

- Prior to taking the challenge exam, you must:
  - ✓ be an admitted student.
  - ✓ pay a non-refundable fee of \$50.
- You may only attempt this Challenge Exam once in a 12-month period.
- The exam may be scheduled before or after the course begins, but must be completed within the first seven calendar days from the course start date.
- If you are enrolled in the course and successfully complete the Challenge Exam, you will receive a 100 percent tuition refund for the course.

**PLEASE CONTACT STUDENT SERVICES FOR INFORMATION ON THE PROCESS FOR SCHEDULING AN EXAM**

NOTE: A reduced credit load may affect your financial aid and/or insurance eligibility if you successfully complete a Challenge Exam. Please contact your advisor or the financial aid office for more information.