**UFV_logo15383PLAR Action Plan**

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BUS 160

Winter 2014

During a face-to-face meeting with XX on January 8, 2014, I had the opportunity to go over the Course Objectives with XX and examine printed & electronic documents which he had produced. XX was able to demonstrate his competency in more than half of the course objectives. Without further work, he has satisfied the PowerPoint and Access objectives and most of the Word objectives. His work experience indicates that he has a good understanding of Management Information systems.

In order to meet the remainder of the objectives, XX will need to do the following:

1. Provide answers to questions given on pages 109-110 of the Computerized Business Applications textbook (required textbook for this course).
2. Submit the above answers in a “newsletter style” showing evidence of graphic design and the use of section breaks and columns in Word.
3. Master Excel functions, formulas and charts:
   1. IF function
   2. VLOOKUP function
   3. Grouping and Consolidating worksheets
   4. Column and Pie charts
4. Demonstrate mastery of Excel skills by completing an Excel assignment/project

DUE DATE: February 15, 2014