

Instructor: Rodney Tracy, MBA PMP
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Room: 311
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COURSE DESCRIPTION:

This course is designed to help students' master Microsoft Word, PowerPoint and Excel programs. Through learning these programs, students will get the opportunity to earn multiple official Microsoft Office Specialist (MOS) Certifications. Students also have the opportunity to earn college credit through Utah Tech University Concurrent Enrollment. **This class fulfills the high school Computer Science graduation requirement.**

POLICIES & EXPECTATIONS:

School & District Policies: This class will follow the policies outlined in the DMS Student Handbook and all District guidelines including the Technology Acceptable Use Agreement.

Attendance & Missed Classes: **Attendance is critical to succeed in this class.** If a student is absent it is their responsibility to talk with the teacher and make up assignments. They should expect to come after school or do the work at home. I am available almost every day from 2:45-3:15

Computer Lab Use: This computer lab is **not** a room to play games in before, after, or during school hours. The lab is also **not** a place to bring in food or soda. This is a school computer lab where we do **schoolwork**.

I expect students to:

- Be prepared and give best effort each class
- Listen during class teaching times, then read and follow written instruction
- Observe class rules:
 - **NO** food or drink in computer lab
 - **NO** devices that would be distracting to you or others
 - Cleanup after yourself
 - Stay on task or assignment

Students can expect to:

- Complete multiple assignments daily (Attendance is CRUCIAL)
- Improve overall computer skills
- Find the class challenging at times

Students have the opportunity to:

- Earn college credit through Concurrent Enrollment
If they are enrolled and pass the class
- Receive three official industry certifications from Microsoft
If they score at least 700/1000 or higher on each industry test
- Brag about all the skills they learned & earned
(Microsoft Office Excel, Word, and PowerPoint)



Distractions:

Games: "Multitasking" by playing games or watching videos while doing an assignment is unacceptable. Logging into the computer at the beginning of class and immediately going to a game or video instead of today's assignment is also unacceptable. Students may occasionally finish an assignment early and have extra time at the end of a class period, this time should be used responsibly. Having access to a computer during free time is a privilege, use it wisely.

Personal Devices: Students do not need to be distracted by their personal devices in class. Using a phone for social media, texting, video chatting, or listening to music or for any reason is not allowed, just don't use it.

Student devices will be taken to the office the first time I see it. They can be picked up after school from the office. If it happens a second time, in any class, a parent will need to pick it up after school. If you are checking your student out, please contact the main office to get them checked out of class.

Resources

I have some helpful links and all assignments available on **canvas** to access from home if you need to complete work at home. We are using TestOut, which has all the components to learn and practice using Microsoft Office.

Grading

Bell Work & Daily Assignments: Bell work is 5 minutes of working in MS Word or Excel. All daily assignments are meant to be completed by the end of the class period, making it critical for students to attend class as much as possible. Students are not expected to finish assignments as homework.

GVC Checks & GMetrix Practice Tests: These assignments are meant to gauge student understanding of Word, Excel and PowerPoint prior to the Microsoft Certification Test. GVC checks will check for knowledge of these three core subjects. GMetrix tests are practice exams very similar to the real Microsoft Certification test.

MOS Certification Tests: Students will be given **one** voucher to attempt each of the three different Microsoft Certifications. It is recommended to have an average test score of 700 or better on their GMetrix Practice Tests. If the average practice test score is less than 700, I would suggest doing more practice tests at home or after school prior to taking the final exam. The final exam accounts for a significant portion of the quarter grade.

| | | | |
|--------------|--------------|--------------|--------------|
| A 100-93 | B 85-83 | C 75-73 | D 65-63 |
| A - 92-90 | B - 82-80 | C - 72-70 | D - 62-60 |
| B+ 89-86 | C+ 79-76 | D+ 69-66 | F 59-0 |

- Grades are updated weekly on PowerSchool and Canvas; you are encouraged to check this often.
- Academic Dishonesty or cheating is not acceptable. If a student is found to be cheating, their grade will be based solely from the MOS Practice and Certification Tests

Concurrent Enrollment

Students have an opportunity to earn college credit for passing this class through the Utah Tech University Concurrent Enrollment program (3 credits CIS 1200 Computer Literacy). **The course is exactly the same for regular and concurrent enrollment students and costs only \$15 to enroll, \$5 Per Credit Hour.** Concurrent Enrollment students will stay in the same class and work on the same material, the main difference is that they will earn college credit. They may have a slightly earlier deadline for turning in work. Because of this, I highly encourage every student to enroll in Concurrent Enrollment whether they plan on attending Utah Tech University or not.

Your student will digitally sign & acknowledge that they understand what my expectations are after we go through the disclosure in class. If you have any questions regarding this course please contact me via email.

If you are **not** interested in Concurrent Enrollment, you do not have to do anything further. **If you are interested in Concurrent Enrollment, please go to the next page and follow those instructions.**

Note-

The Business Office Specialist class should not be difficult for any student to succeed in as long as they have good attendance and the desire to succeed in school. I recognize that students are not created equal, and I want to sincerely emphasize that every student should consider enrolling in this opportunity whether they

believe they will attend college or not. If a student is willing to come to class and put in some effort, they have a great shot at obtaining college credit. Also, **this class is exactly the same whether you enroll in UTU or not, so why not try? The level of difficulty doesn't increase at all, you are all doing the exact same work.**

– Mr. Tracy

Concurrent Enrollment

CIS 1200-80J

CRN: 41914

Computer Literacy



Quick Info:

- You will receive the same grade for your high school course as you receive for your college course. The high school course will be split into quarters. The college course is a midterm grade, and then a final grade. Your grade for this class will become part of your permanent college transcript and will affect your GPA. A low grade in this course can affect college acceptance and scholarship eligibility.
- Students who enroll in Concurrent Enrollment stay in the same classroom and learn from the same material as non-concurrent students. The curriculum will stay exactly the same for both concurrent and non-concurrent students.
- 09/08/23 is the last day to drop the course for a full refund and without it showing on your transcript. 10/18/23 is the last day to withdraw from the class with a W grade. If you drop the high school class you must also withdraw from the UTU class to avoid receiving an F. Also see: UTU CE Academic Calendar <https://concurrent.utahtech.edu/ce-academic-calendar/>
- Students must have a **minimum 3.0 GPA** to enroll. They are then required to **maintain a C** or better during the course. Students who have earned a mid-term grade below a **C** (end of WCDS's quarter 1) will automatically be dropped from the UTU concurrent enrollment course. They will receive a **W** (withdrawal) grade on their UTU transcript and be given only high school credit for the class. This is done to prevent students from receiving a failing grade on their college record.
- The total cost of this opportunity is **\$15** paid to **UTU**. There are no additional application fees (Use code **DHSCE** to waive application fee). Make sure you do not accidentally pay more during the application process. The process can be done completely on-line, in person, or by a mail-in check. (concurrent.utahtech.edu >Pay Tuition)
- If a student plans to attend a different college after high school they would need to contact UTU to verify if these credits will transfer. UTU Credit will transfer to most colleges in Utah including BYU.
- If enrolled, UTU CE students have access to all university resources including Computer Labs, Library, Writing Center, Testing Center and Tutoring Center. Web links for each of these can be found on the Concurrent Enrollment Website <https://concurrent.utahtech.edu/> under the Learn More tab.

University Policies

Disability Accommodations

***Your high school I.E.P. or 504 Plan is not in effect for UTU concurrent enrollment classes**

<https://concurrent.utahtech.edu/more-info/>

Students with medical, psychological, learning or other disabilities desiring reasonable academic adjustment, accommodations, or auxiliary aids to be successful in this class should contact the Disability Resource Center Coordinator (Baako Wahabu) for eligibility determination. Proper documentation of impairment is required in order to receive services or accommodations. DRC is located in the North Plaza Building. Visit or call 652-7516 to schedule appointment to discuss the process. DRC Coordinator determines eligibility for and authorizes the provision of services. **Title IV:**

UTU seeks to provide an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual harassment/misconduct/assault we encourage you to report this to the college's Title IX Director, Cindy Cole, (435) 652-7731, cindy.cole@utahtech.edu. If you report to a faculty member, she or he must notify the Title IX Director about the basic facts of the incident.

Integrity Statement:

Students will be expected to adhere to the Utah Tech University Student Code of Conduct (found in the university catalog or student handbook). Per Utah Tech University Policy, cheating of any kind is not tolerated and can result in failure of an assignment, test or the course as a whole. Any time you take credit for work you did not do, you are cheating. This includes getting the answers to homework problems from someone else, copying information from a library or internet source and presenting it as if it were your own words (plagiarism), looking at someone else's answers on a quiz or exam, and asking someone who has already taken a test about what questions it contains. Students are expected to do their own work without taking or copying the work from another student. If you are caught in a bind and work is not complete, contact your instructor for advice. Grading procedures allow for some tolerance of late assignments, but there is no tolerance for cheating.

Testing Guidelines

Students will be given the opportunity to take a certification test if their average practice test score on that program is 700 or greater. Students can re-take practice tests until this score is reached, but a voucher will not be given to the student to attempt certification if they cannot reach this minimum score. If a student is not able to attempt a certification test, their practice test score will be used for their grade.

Students who score lower than 700 on a certification test may not be given the opportunity to re-take the test. This is done on a case-by-case basis. Passing the certification test is not required to pass the class.

Program Learning Outcomes

1. Knowledge – Understand the relationships of key components behind computer concepts such as hardware, data storage, operating systems, networking, computer security, email etiquette and software programs.
2. Skill - Effectively organize, manage, and present data, using contemporary software applications such as Excel, Word, and PowerPoint software.
3. Skill - Create and manage files using various types of data storage including local and cloud storage.
4. Skill – Utilize computing digital solutions to retrieve, store and submit data.

Learning Outcomes

1. Use windows to save, organize, secure and manage files on their own computer system in a logical filing format, and be able to search and navigate the Windows system (PLO 1 & 4).
2. Demonstrate how to use an Excel spreadsheet file by adding worksheets inputting data,

applying themes, creating charts, and other formatting features (PLO 2,3,4).

3. Use an excel spreadsheet to create proper formulas and basic functions such as Average, Max, Min, PMT and IF (PLO 2,3,4).
4. Manipulate Word documents using formatting features, themes, inserting picture or clipart, headers and footer, and printing options (PLO 2,3,4).
5. Use Word processing to assemble a research paper which includes research styles, references, and table of contents (PLO 2,3,4).
6. Manipulate a PowerPoint presentation using themes, different slide layouts, inserting pictures, WordArt, SmartArt, transitions and animations (PLO 2,3,4)

Step 1: Apply (See video instruction on website)

1. Go to concurrent.utahtech.edu
2. Click on the APPLY button
3. Click on APPLY FOR CE
4. Before you start the process, you should have with you:
 - A. Your **social security number**, student VISA number, or alien registration number
 - B. A **parent or guardian** present to read disclosures about CE and grant approval for you to participate
 - C. Access to both **student and parent/guardian email** accounts (both will receive an email with a verification code that is needed)
 - D. Hit continue if you have all of the above
5. You will need to choose **Dixie High** for the school. You don't have to pay the **application fee** for this enrollment. Use the code **DHSCE** to waive the fee
6. You will then be assigned a permanent, 8-digit student ID number (D#) which you will need as a UTU Student. Wait for the email with your D# before continuing on to the Register Process (Should receive within 24 hours)

Step 2: Register

1. Go to concurrent.UtahTech.edu
2. Click on "**Register**" *More detailed instructions are found on this page; I recommend using them.
3. Scroll down to the list of High Schools and select **Dixie High School**.
4. Sign-in with your D# you received from step 1.
5. Select the "student" tab
6. Select "Registration"
7. Select "Register for Classes"
8. Choose the registration term (Fall 2020)
9. Select "Enter CRNs"
10. Type the **CRN: 41914**
11. Add the course to summary & click "Submit"
12. If everything was done correctly you should see "Registered" in green.
 - Nothing to Print. Nothing to Return
 - You and your parents just need to sign the page below and return to your teacher
 - It's that easy—you are enrolled in a CE class through UTU. Make sure your teacher

sees you on his/her Canvas rolls as a college student.

- CE course registration is due by Friday, August 25th

Questions or problems?

Contact (435) 652-7739

Email:

Stefan.Panson@utahtech.edu

Sheila.Cannon@utahtech.edu

Emmal.Lunceford@utahtech.edu

Kevin.Simmons@utahtech.edu

Concurrent Enrollment



CIS 1200-80J CRN: 41914

Extension to Business Office Specialist, DMS

STUDENT ACKNOWLEDGEMENTS

- I have read, understand and agree to the terms and conditions of the CE CIS 1200/DMS BOS course and wish to participate. Yes, I want to Participate in CE. No, I just want to do DMS BOS.
- By saying yes, I give permission to both the middle school and Utah Tech University to share my concurrent enrollment academic information with my parent or guardian.

Student Name (Print): _____

Student Signature: _____ Date: _____

PARENT/GUARDIAN PERMISSION TO PARTICIPATE

- I have read and understand the terms and conditions of the CE CIS 1200 course.

I give permission for my child to participate.

At this time, my child will not participate in CE, just in the BOS class.

- I understand that my child must abide by the terms and conditions of the CE program or risk loss of CE credit or removal from the CE program. If they are not participating I acknowledge that I have read and understand this syllabus and that I have read the student handbook with my child.

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Phone: _____

Parent/Guardian Email: _____