

2026 - 2027**Dixie Middle School
Business Office Specialist**
(Microsoft Certification)**Instructor: Rodney Tracy, MBA PMP****Email: rodney.tracy@washk12.org****Concurrent Enrollment****Room: 311****Phone: (435) 628-0441****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 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 7:45-8:10 & 2:40-3:10

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 drinks. This is a school computer lab where we do **schoolwork**.

Students can Earn college credit through Concurrent Enrollment.

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:
 1. Listen to the teacher
 2. Do not plug anything into the computer, or unplug anything from the computer
 3. No Drinks, expect Water in a spill proof water bottle. (Anything else will be thrown in the trash can)
 4. Do not prevent other students from doing their work
 5. Follow all School Policies and Procedures and Follow all Classroom Procedures
 6. You will only sit in your assigned seat

Students can expect to:

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

Students will take the Microsoft Office exams.

- Students can 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: Under the new Utah Law, students shall not have any personal devices on them, unless it is necessary for medical reasons and they have gone through the steps to gain an exception.

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 MS Office 365; everyone can access the software at Office.com.

Grading

Bell Work & Daily Assignments: Bell work is listed in Canvas. 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.

GMetrix Practice Tests: These assignments are meant to gauge student understanding of Word, Excel and PowerPoint prior to the 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 800 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 7 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 on the MOS Practice and Certification Tests, or on that one assignment they will be given a 0 and they will not be able to make it up.
- Late assignments will lose 50% of Total Possible Points if turned in late, even 1 minute late.

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. Because of this, I highly encourage every student to enroll in Concurrent Enrollment whether they plan on attending Utah Tech University or not. You will also have all semester to turn in assignments if you sign up for Concurrent Enrollment.

Concurrent Enrollment

CIS 1200-80J

CRN: 42458

Computer Literacy



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

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.
- 09/02/26 is the last day to add the course to earn College Credit. 09/11/26 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. Make sure you do not accidentally pay more during the application process. The process can be done completely on-line.
- 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 435-652-7516 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.

applying themes, creating charts, and other formatting features.

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

Testing Guidelines

Students will be given the opportunity to take a certification test. Students can re-take practice tests to prepare for the test. Those who pass the Test the first time will earn full points, those who fail will earn a 0 on the test until they retake the test.

Students who score lower than 700 on a certification test will be given the opportunity to retake the test, and will not get credit for the test until they retake the test.

Program Learning Outcomes Knowledge –

1. 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.
2. Demonstrate how to use an Excel spreadsheet file by adding worksheets inputting data,

Step 1: Apply (See video instruction on website)

Go to https://ushece.service-now.com/concurrent_enrollment

2. Click on the APPLY button

Make sure to have your Parents with you so you can answer the following:

- 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
4. You will need to choose **Dixie High** for the school. You don't have to pay the **application fee** for this enrollment.
5. 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 48 - 72 hours)

Step 2: Register

- Go to concurrent.UtahTech.edu
- Click on "**Register**" *More detailed instructions are found on this page; I recommend using them.
- Scroll down to the list of High Schools and select **Dixie High School**.
- Sign-in with your D# you received from step 1.
- Select the "student" tab
- Select "Registration"
- Select "Register for Classes"
- Choose the registration term (Fall 2025)
- Select "Enter CRNs"
- Type the **CRN: 42458**
- 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
 - 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 January 26, 2026

Questions or problems?

Contact (435) 652-7739

Email:

Concurrent@utahtech.edu