Notice of Student and Instructor Accountability

Students are accountable for all information on this syllabus. Assignments and instructions can be found in Moodle.

Course Information

BUSA 120 – CWI Dual Credit Course Modality – Face-to-Face	Leah Heesch leah.heesch@mtchs.org 208-288-2928 Ext 101

Course Description

A skills-based course where students learn to use business software primarily focused on Microsoft Office applications while learning foundational business concepts. Projects include Internet research, document preparation including spreadsheets, database management, presentations, and website creation. Students are provided with critical-thinking opportunities and hands-on experience with computers. To pass this class, you must pass the Microsoft Office Specialist exams for PowerPoint, Word, and Excel. It is strongly recommended that students have basic computer skills including using the internet and email, saving and printing documents, and proficient typing ability.

Schedule

- This class meets in person every other day (A/B schedule throughout the year)

Instructor Availability

- Office Hours for students: Monday through Friday 7:15 until 3:00 pm
  - Every other day 1:22-2:10 pm
- Appointments outside of office hours are available

Course Focus

This course will focus on Basic Computer Skills and Application Strategies. The software used for the course will be Windows 10 Operating System, Google Chrome, Microsoft Office 365/2019 Word, Excel, PowerPoint, and Access. This course covers business concepts such as: marketing, entrepreneurial skills, employee development, evaluation, recruitment, selection, financial concepts, and ethical decision making.

Students will learn various tips and tricks for these computer applications and can apply the concepts immediately to their work or school lives. Students can earn industry certifications in Microsoft PowerPoint, Word, and Excel by taking this course. Some students may also earn Expert Level certifications in Microsoft Office Specialist applications if they chose to take these exams.

To be successful in this course, you must have access to Office 365 to complete all assignments. MTCHS will provide all software, laptops, and a computer lab to successfully complete this class. You will run into significant compatibility issues if you try to complete this course on a Mac or on any other version of Microsoft Office. This course is specific to BUSA and meets the Computer Literacy Requirement for CWI.

Course Learning Outcomes

Upon completion of this course, the student should be able to demonstrate:
1. The application of word processing software
2. The application of spreadsheet software
3. The application of database software and terminology
4. The application presentation software
5. The ability to use ancillary computer applications
6. Articulate the importance of marketing concepts such as: product, price, place, and promotion
7. Understand human resource concepts such as: employee diversity, development, recruiting and evaluation
8. State the importance of entrepreneurial thinking
9. Understand the difference between ethics and governmental regulations

Outcomes Assessment

Students will complete projects to show mastery of software application skills in addition,
students will complete the following Skills tests (required to pass the class)
- MOS PowerPoint (Certiport Certification Exam)
- MOS Word (Certiport Certification Exam)
- MOS Excel (Certiport Certification Exam)

Microsoft Office Specialist (MOS) Exams

You must _**pass with a score of 700 or better on**_ PowerPoint, Word, and Excel Exams through Certiport to pass this course.

MTCHS covers Certification exam vouchers for testing with Certiport (Microsoft Office Specialist exams).

Grading Policy

Grades for this class will be based on passing MOS competency tests (PowerPoint, Word, and Excel, Social Media Marketing project, assignments, and homework. **A student will only pass the class with a score of 70% or better. Each of the MOS Exams require a score of 70% or better.** Your final score is a total of all points earned on certification tests, project, assignments, and homework scores. Late work is not accepted except for assignments. MOS exams must be proctored at MTCHS. If students are absent during an exam day, makeup time must be prearranged with Mrs. Grainger.

The final grade will be based on the following percentage:

90.0 – 100% = A
80.0 – 89.9% = B
70.0 – 79.9% = C
60.0 – 69.9% = NC
00.0 – 59.9% = NC

Tests	50%
Assignments	30%
Projects	20%

GRADE BREAKDOWN

Projects, 20%
Tests, 50%
Assignments, 30%
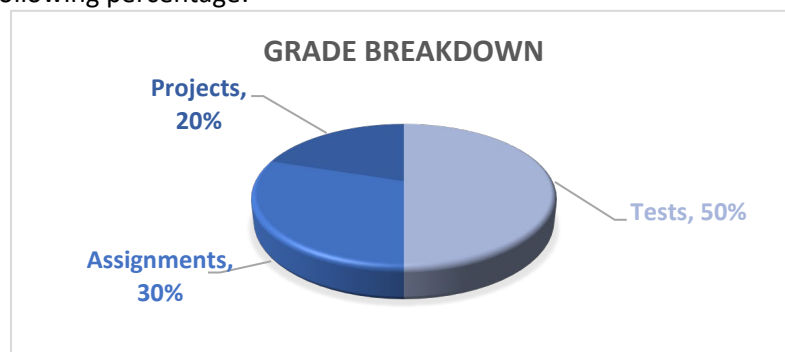
Generally, I do not give Incompletes. However, to be eligible for an Incomplete, a student must have a passing grade for the class and have most of the class work completed. I will only consider awarding an Incomplete if a student meets the above criteria and has some extreme emergency. In such cases, a student requiring an incomplete must submit a written appeal with full rationale to the instructor at least three weeks prior to the end of the term.

Note: Concepts expressed in the classroom are for educational purposes, and a student's adherence to any belief system will not be used as evaluative criteria.

Textbooks and Required Materials
Social Media Software, and the MOS exams fees are all included in the course fees for this class and are paid by MTCHS.

Minimum Software Requirements
REQUIRED: **Web Browser (Google Chrome preferred)**
                MICROSOFT OFFICE 2019/Office 365, with Word, Excel, Access, and PowerPoint
                GMetrix
                MICROSOFT WINDOWS 10
                MTCHS will provide all software and computers for the class

You <u>must</u> have reliable access to a computer with the above specifications both during the day and potentially during the evening hours. Your school laptop must have internet access when you are working from home.

Note:

<u>Please use only school computers:</u> Windows computer with Microsoft Office 365, such as the ones found in room 101 or on your school laptop. **There is no Microsoft Access for Mac computers or Chromebooks**.

Trying to pass this class with any version other than Office 365/2019 with Word, Excel, Access, and PowerPoint <u>will be</u> <u>impossible</u>. Please note that you cannot purchase single office software products. For example, if you have all the programs except for Access, you cannot just purchase Access, you will need a version of Office that include Access in the whole package. Not every package contains all the programs so please double check.

Microsoft Office 365

Your version of Office 365 must include: Word, Excel, Access, PowerPoint and Outlook. The course cannot be completed without access to a licensed copy of Microsoft Office 2019.

If you have questions about how to obtain a student version of Office 365/2019 either via download or a "hard" copy, contact the [CWI bookstore](#). The link provides you with contact numbers and schedules.

Not having a program installed on your computer is NOT an excuse for missing an assignment or turning one in late.

Instructional Conversation
Learning is an active exchange between faculty and student.
As a faculty, I will
- Instruct in class
- Assess through grading assignments

As a student, you will
- Submit assignments in Moodle or in the specified software (GMetrix and Stukent)
- Interact with peers in group work

Course Calendar

Please see the course calendar in Moodle

Course Expectations
- A student can expect to spend on an average approximately 3-4 hours per week in total on this class (reading, homework, participating, assessments). Some students may need more time, some may need less time each week. Be sure you are using the amount of time that is right for you to be successful in this class.
- Late work is generally not accepted in this class unless arrangements have been made with Mrs. Grainger prior to the due date of the assignment.

Personal Technical Skills

This course will not provide information on how to use a computer, use Moodle, navigate the web or manage electronic files. Students who are having difficulty should contact Mrs. Grainger or MTCHS help desk.

Students must be able to do the following with or without accommodation:
- Use an internet browser to navigate the internet and Moodle.
- Download, upload, create, save, edit, and open documents using Microsoft Office applications, such Word, Excel, and PowerPoint.
- Download and upload audio and video files.

Civility and Behavioral Expectations

The College of Western Idaho is committed to educational excellence and recognizes that to achieve that excellence, students, faculty, and staff have a right to be in a safe environment, free of disturbance and civil in all aspects of human relations. Membership in the CWI learning community places a special obligation on all members to preserve the safe learning environment, regardless of the medium of the environment. It is the responsibility of instructors to determine, maintain, and enforce the standards of behavior required to preserve that safe environment.

Behavior that has a negative impact on the learning environment is prohibited. Such behavior may include, but is not limited to, rude, sarcastic, obscene, or disrespectful and/or disruptive behavior. Instructors will determine the appropriate response to problematic behavior in line with the procedures stated in the MTCHS Student Handbook. It is the student's responsibility to check their email to receive notification of any scheduled appointments or other urgent communications.

Academic Integrity

One of the College's Core Themes is [Instructional Excellence](), and in order to achieve instructional Excellence, academic integrity must be upheld. Academic Integrity is the "commitment to five fundamental values: honesty, trust, fairness, respect, and responsibility. … these five values, plus the courage to act on them even in the face of adversity, are truly foundational to the academy" (*The Fundamental Values of Academic Integrity,* 2013). These values are especially important in how students represent their own learning, ideas, and work. Practicing academic integrity includes, but is not limited to, non-participation in the following behaviors: cheating, plagiarism, falsifying information, unauthorized collaboration, facilitating academic dishonesty, and violating program policies and procedures.

For additional information on academic integrity expectations, see the [Student Code of Conduct](). Violations may result in disciplinary action ranging from failure of the assignment to failure of the entire course. Acts of academic dishonesty, especially when sanctions are given, are reported and run through the Academic Conduct Process. Repeated acts of academic dishonesty have more severe institutional consequences.

Title IX & A Respectful Community

Title IX guarantees all students the right to an education free from discrimination on the basis of sex. This includes the right to an education free from sexual harassment, including sexual assault. This may include unwelcome conduct of a sexual nature in class, or in online discussion boards or through chat or video conferences. This law also protects students from discrimination based on pregnancy or being a parent and provides support options as well. If you, or someone you know, may have been experienced sexual harassment or discrimination of any kind, you are encouraged to report it to the College Title IX Coordinator by completing a [report here](), or by e-mailing respectfulcommunity@cwi.edu. Filing a report allows the College to provide supportive measures to those involved. It does not obligate a student to go forward with an investigation, and all information reported is protected under federal law. For more information, [click here.]()

Student Services

CWI provides a number of offices and services to assist students on their academic journey. Below is a list of the services most commonly accessed by students:

- [One Stop Service Centers](#) – Provides assistance with admissions, advising, registration, financial aid, and most other common needs you may have. They are a good first stop for any questions.
- [Student Disability Services](#) – Provides accommodations and support for students with a range of disabilities.
- [Counseling Services](#) – Short-term counseling for students provided free of charge.
- [Library & Research Support](#) – Assists students with research, study skills, textbook reserves and other services key to academic success.
- [Tutoring Center](#) – Free tutoring services on a range of academic subjects, available to all enrolled students.
- [Writing Center](#) – Provides strategies to help students identify opportunities to improve the quality of their writing, free of charge.
- [Assessment & Testing](#) – Proctoring services for a range of course exams, accommodated testing, and outside certification tests.
- [Student Affairs](#) – Provides a range of engagement opportunities, including professional and interest organizations, student government, support for veteran students & families, and CARE Services to support students through unexpected life events.

CWI COVID-19 Response

MTCHS is committed to providing a safe learning environment for all of our students. We will be monitoring the class environment and delivery to ensure continued compliance with CDC and State of Idaho guidelines. Any change to course delivery will be communicated directly to students.

Emergency Procedures

MTCHS posts instructions for evacuation in all rooms and encourages everyone to review instructions.