



BUS 1000 Career Success Skills Credit-By-Examination (CBE)

Thank you for your interest in Ranken Technical College's BUS 1000 Career Success Skills CBE. The fee to take this CBE is \$90 payable to Ranken Technical College. This fee, which must be paid before you are enrolled in the course, is **non-refundable** regardless of your final score.

Before you pay your fee, please read the following information and completely review this study guide.

To get started:

- 1) Review the following information and ensure you are comfortable with the details.
- 2) Prepare your resume document, which must be uploaded to insiderranken (review the rubrics at the end of this packet to ensure that you are meeting the standards expected of this Credit-By-Examination).
- 3) Pay your \$90 **non-refundable** fee for the BUS 1000 CBE at the Business Office. After you pay, you will be enrolled into an insiderranken course where you will complete the tasks outlined below.

There are four components to this CBE:

- 1) A SAM Summation over Microsoft Outlook and Word Tasks--completed on Cengage
- 2) An Inside Ranken Exam--completed on insiderranken
- 3) A Job Readiness Exam--completed on insiderranken
- 4) Your Resume (formatted to a specific format using a rubric)--uploaded to insiderranken.

To prepare for testing:

- 1) **SAM Summation:** Review and practice and/or learn, as necessary, the tasks listed in the *SAM Summation Study Guide* included in this packet. There will be approximately 50 tasks on the Summation. SAM is an interactive online program that will be used to test your Microsoft Outlook and Word skills.
- 2) **Inside Ranken Exam:** Review and practice and/or learn, as necessary, the information and tasks in the guide titled *How to Navigate Your Online Courses* which you can find under handouts in the CBE course on insiderranken. Also, review the Inside Ranken website in detail before taking the CBE. Be comfortable with where to locate the information located under the various tabs. There will be several questions on the exam regarding where to locate the information on the website. There are approximately 50 questions.
- 3) **Job Readiness Exam:** Review the guide titled *The Job Readiness Handbook*. You can find this under handouts in the CBE course on insiderranken. There will be questions on the exam about resumes, cover letters, thank you letters, reference lists and interviewing. There are approximately 25 questions.

- 4) **Resume Document:** Create your resume according to the grading rubrics in this packet. Use the example in The Job Readiness Handbook on page 11 as your guide. Your resume will be submitted electronically for grading through your insideranken CBE course. It is worth 50 points.

Once you are enrolled in the CBE:

- 1) It is estimated that the testing will take about three hours. All testing will be completed on insideranken. Each exam will have a 90 minute time limit.
- 2) Submit your resume document electronically before taking the exams.

Additional Information:

- **You may take this CBE one time only. If you have already attempted BUS 1000 and earned a W, WF, or D, you cannot take this CBE.**
- There are four different components to this CBE. The test will be graded as a pass/fail exam. If you receive a pass (75 percent or better) on the CBE, you will **not** be required to take the BUS 1000 Career Success Skills course. If you receive a fail, you **will** be required to take this course to fulfill your curriculum requirement.
- According to the Student Handbook guidelines, credit earned through CBE will be entered on your transcripts; however, the grade/score will not be reported nor will the grade be calculated into your grade point average. A "CL" will be indicated on your transcripts, designating that the credit was earned through an examination or test.
- The Registrar's Office and/or the class facilitators will inform you of the results by email.

If you have any questions about this CBE, you may contact Ean Bevel at 314-286-4828.

SAM Summation Study Guide

Know:

Microsoft Word 2019 Tasks

- Create document
- Delete text
- Cut and paste text
- Correct spelling and grammar
- Change theme colors
- Show/hide formatting marks
- Italicize text
- Change font size
- Change font color
- Change font
- Change case
- Enter text
- Apply paragraph shading
- Apply picture effect
- Apply picture style
- Insert picture from file
- Resize object
- Resize object to exact dimensions
- Change text wrapping
- Insert header or footer
- Change margins
- Change vertical alignment of page
- Apply bullets to paragraphs
- Print a document
- Zoom in / zoom out
- Switch to Print Layout
- Add a page border
- Add a paragraph border
- Align a paragraph
- Change paragraph spacing
- Print a selection
- Open document
- Save a document for the 1st time
- Start Word
- Insert online pictures
- Select non-adjacent text
- Move text
- Undo / redo action
- Underline text
- Apply text effect

Microsoft Outlook 2019 Tasks:

- Create an appointment
- Add reminder to appointment
- Attach file to an email
- Set recurrence options for an appointment
- Open email attachment
- Switch calendar views
- Peek at the calendar
- Print a calendar
- Create a contact
- Print contacts
- Create folder
- Move email to folder
- Create a meeting
- Reply to meeting request
- Create an email
- Reply to an email
- Forward an email
- Delete an email
- Save an email
- Change the text format of an outgoing email
- Print an email
- Set the importance of an email
- Set the sensitivity of an email
- Create a signature
- Create an auto-reply
- Change the layout of the Reading Pane
- Search email
- Use the Reading pane
- Check spelling
- Blind copy email recipients
- Switch to Conversation view

Inside Ranken Testing Study Guide

Know:

- Understand the policies and procedures of taking an online course
- Access websites via Inside Ranken
- Email instructors via Inside Ranken using student email account
- Navigate Inside Ranken
- Use the tabs and links to locate information on Inside Ranken

- Access the Inside Ranken pages of the Career Services Department and Student Success Department
- Access the Student Handbook and the Course Exceed Appeal Form on Inside Ranken
- Navigate an online course
- Access the course syllabi, academic schedule and student transcript
- Use Inside Ranken to locate information about Cengage Unlimited and the course keys
- Open handouts via Inside Ranken
- Submit assignments on Inside Ranken
- Use the collaboration feature on Inside Ranken to respond to posts
- View coursework, attendance and grades on Inside Ranken

NOTE: Review and study the attached *How to Navigate Your Online Courses* guide for further content on which you will be tested.

Job Readiness Study Guide

Know:

- The main job documents needed for a job search
 - I. Resume
 - II. Cover Letter
 - III. Thank You Letter
 - IV. Reference List
- The purpose and format of each job document
- How to create each job document
- How to prepare for a job interview
- The dos and don'ts of interviewing
- How to access Ranken Connections to conduct a job search and upload a resume

**NOTE: Review and study the attached
The Job Readiness Handbook guide
for further content on which you will be tested.**

Create a Resume

- Create a resume from scratch using Microsoft Word – Do NOT use a template.
- Use the grading rubrics listed below to create your resume. Use your own information.
- Your resume should include the following categories in this order:
 - Contact information
 - Objective or Professional Summary
 - Skills Category
 - Education Category
 - Work Experience Category
 - And one additional appropriate category

Resume Rubrics:

Criteria	Requirements	Grade
Font and Margins	Arial font, 11 or 12 point font, 1" margins	/2
Layout	-Used the whole page, all information on one page - Appropriate spacing on page and between categories	/4
Professional looking	-Used required order of categories -Consistent placement of information on page -Only appropriate information included -Easy to read format – not cluttered or unorganized	/5
All important contact info was included at top of page	Listed name, address, phone number, email address	/5
Professional Summary or Objective Statement	-Appropriate -Mentioned job title or industry	/5

Education	<ul style="list-style-type: none"> -Listed in reserve chronological order -Included college name, location, official degree -Used expected graduation date for degree in progress -Did not list high school 	/5
Skills	<ul style="list-style-type: none"> -Included technical, general education, soft skills and work ethics skills -Relevant to degree or career title -Used even number of skills – minimum of four skills -Columns are optional – if used, each column must have an equal number of skills 	/5
Work History or Work Experience	<ul style="list-style-type: none"> -Listed in reverse chronological order -Included company name, job title, location, dates, job duties -Used bullets for job duties -Used action verbs to describe job duties 	/5
Appropriate one additional category used at bottom of resume	<ul style="list-style-type: none"> -Examples include: Volunteer Experience, Awards / Achievements and References Available -Did not list names of references on resume - Professional, consistent formatting 	/5
Structure	<ul style="list-style-type: none"> -No complete sentences -No 'I' statements 	/1
Spelling	All words spelled correctly	/3
Grammar and Punctuation	<ul style="list-style-type: none"> -All grammar and punctuation correct - Includes being consistent with action verbs, capitalizations, etc. 	/5
Original Template	<ul style="list-style-type: none"> -create resume from scratch - Automatic 25 points deduction if template is used 	