



Bellevue College
Reading and Writing With Computer Software Level 5-6
Instructor: Sue Hodes
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Phone: (425) 564-4104



Room: A132

Time: 9:30am -11:20pm M,W, Th

Please turn off your cell phone

Welcome to Fall 2012!!!

Course Objectives:

Have fun improving your English reading and writing using computer software. This is a 3 quarter class to help you develop your reading and writing skills with word processing, email, presentations and the Internet. Get skills to continue to learn on your own and get the information you need with computers.

- Learn computer vocabulary and use computer software
- Improve your writing skills for school, work and home
- Use a computer handbook to complete projects
- Read articles, charts, and graphs
- Communicate electronically: This quarter we will use Microsoft Word, Outlook Web Mail, Internet Explorer and MyBC.

Important Class Materials

- **1. Place to save your files and computer work**

- a) **A FLASH DRIVE:** to save your computer work. You can get flash drives at any office supply, or electronic store: Office Depot, Staples, Frye's, Target, They come in sizes called "Gigs" 1 Gig, 2 Gig, 4 Gig, 8 Gig etc 1 Gig is good for our class.



- b) Open a **DROPBOX account** or a "**CLOUD**" **ACCOUNT**

- **2. A 3 RING BINDER NOTEBOOK:** The 3-ring binder is necessary because you will print many handouts and worksheets. I will also give you handouts. You will learn English better if you can find your worksheets. Organize your papers every day!



- **3. Download And Print Computer Guidebooks From MyBC.** We don't have a textbook to buy. I will show you how to find our computer guidebooks at our class website on MyBC. We will print them out at the student computer lab in N250. You can also open them up on your computer and read them from MyBC on your computer screen.

- **Open your Bellevue College computer and email account.** To create your account, go to <https://bellevuecollege.edu/sam> or go to the student lab in N250 for help. You need your student id number and your birth date to open your account.

Expectations of Students in Class

1. We are all a team- your classmates and your teacher. You will often work with classmates. You will learn more and faster this way. Also, team work is an important part of American culture. Some people know more about computers. Some people know more about writing. Help each other.
2. Be sure you sit next to someone because we will work in partners.
3. Come to class! Students must come to class every day. If you cannot come, please email me at: shodes@bellevuecollege.edu or call me at (425) 564-4104.
4. Do not bring food, or drinks into the computer lab.
5. Ask questions. I am here to help you
6. It is difficult to look at your computer screen and also look at me and listen to me. Tell me if I am going too fast.
7. If you don't understand me or another student, please tell us.
8. Please do focused listening when I or other students are talking to the class. Please don't type or have side conversations.
9. Please use polite forms of disagreement like: "I'm not sure I agree with you." Give reasons why.

✓ +	You understand very well
✓	You understand a lot but study your mistakes.
✓ -	You need to study more. Ask me for help

Grading:

I will write comments for you on your bigger assignments.



Students in Reading and Writing with Computers class must also be taking a regular ESL class where you take the CASAS test. Student cannot only take this computer class.

Students with disabilities must progress like other students. You should tell the teacher about your disability, special illnesses, or your need for special arrangements in class. If you want to know about the Disability Resource Center (DRC) you can go to room B132 or call telephone 425-564-2498 or TTY 425-564-4110. Information is also online at: <http://bellevuecollege.edu/drc>

We do not wish other people (parents, spouses, and friends of students) to speak for students about school performance because this can slow student growth and progress. We do this because we would like students to speak for themselves and be independent. We also do it because federal law (the Family Educational Rights and Privacy Act) says that we must protect the privacy of student education records. It is BC policy to keep school performance between the school and the student. If a student asks for a parent, spouse, or friend to be at any instructor-student discussion of academic performance, instructors will look at each situation and make the final decision. You can see all of this policy, Arts and Humanities Commitment to Student Growth and Development, at www.bellevuecollege.edu/artshum.

Bellevue College Public Safety is open 24 hours per day, 7 days per week. It is located in K100 (phone 425-564-2000 & website: <http://bellevuecollege.edu/publicsafety>)

BELLEVUE COLLEGE FALL 2012 CALENDAR

Level 5-6 Reading and Writing with Computers

(Classes are in Room A132, 9:30-11:20 Monday, Wednesday and Thursday)

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Sept			19	20	21
2 Sept	24	25	26	27	28
3 Oct	1	2	3	4	5
4 Oct	8	9 Holiday no classes	10	11	12
5 Oct	15	16	17	18	19
6 Oct	22	23	24	25	26 Holiday no classes
7 Oct/ Nov	29	30	31	2	3
8 Nov	5	6	7	8	9
9 Nov	12	13	14	15	16
10 Nov	19	20	21	22 Holiday no classes	23 Holiday no classes
11 Nov/ Dec	26	27	28	29	30
12 Dec	3	4	5 last day of class		

Winter Quarter 2013 Begins on Wednesday, January 2, 2013