

ESL 3-4 Reading & Writing with Computers for Home, School and Work



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Welcome to Fall 2012!!!

Classroom: N202
Class Time: M,W,F 11:30-1:20

Please Turn Off Your Cell Phone

Goals: Improve your reading and writing with computer software. You will learn skills to help you continue to learn on your own and get the information you need with computers for home, work and school.

- Learn to turn on, log in (log on) and log off your computer.
- Learn computer vocabulary.
- Get a Bellevue College computer account and email address.
- Use Internet grammar sites to study simple present, present continuous and simple past verb times.
- Use online dictionaries
- Use Microsoft Word and email to write good English sentences and short paragraphs about your experiences.
- Read stories and information on the Internet.
- Use your flash drive to save and organize your work in files and folders.

Important Class Materials

- **1. 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
1 Gig is good for our class.

- **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 everyday!



- **3. COMPUTER GUIDEBOOKS from our class website at MyBC:** We don't have a textbook. We can open and read these guidebooks from the Internet on MyBC. We will go together to N250 to download and print these guidebooks. Please bring them to class
- **4. OPEN YOUR BELLEVUE COLLEGE COMPUTER AND EMAIL ACCOUNT.** To create your account, go to <https://bellevuecollege.edu/sam>. Sue will help you or go to the student lab in N252 for help. You need your student id number and your birth date to open your account.

Working together in Class

1. 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. Stop typing when I am talking please.
2. We are all a team- your classmates and your teacher. Some people know more about computers. Some people know more about writing. **Help each other.**
3. **Come to class!** Students must come to every class day. If you cannot come to class, 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. Listen carefully to the teacher and your classmates. Do not use the computer when the teacher or your classmates are talking to the class.



Grading: I use these grades:

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

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>)

Your BC student e-mail account is the best way for your teacher to contact you about an emergency. To create your account, go to <https://bellevuecollege.edu/sam> or go to the student lab in N252 for help.

BELLEVUE COLLEGE FALL 2012 CALENDAR*Level 3-4 Reading and Writing with Computers*

(Classes are in Room N202, 11:30-1:20 Monday, Wednesday and Friday)

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