# SYLLABUS
# BTS 101+104 KEYBOARDING (REVIEW & SPEED BUILDING)

2016 Fall 2 credits

***Note: To get started with the KeyboardingOnline typing tutor, go to the “Beginning the Online Course” section, on page 10.

## INSTRUCTORS:

### LINDA MONDRAGON

MY GOAL: To help all students achieve the class objectives and earn the highest grade they are willing to work toward, in a fun, supportive environment.

REACHING ME:

- Canvas Inbox Messages: this is the best way to contact me. When in Canvas, click "Inbox" at top right.
- Bellevue College email: If for some reason you cannot reach me using Canvas Inbox, my email address is linda.mondragon@bellevuecollege.edu. Please ensure that “BTS 101” is in the Subject line.
  I check email daily, but usually not on weekends.
- Phone (IBIT Division): (425) 564-2311.
- Office hours: Tuesday or Thursday or Friday or Saturday – see Announcements for weekly time/room

### RENEE LYNCH

MY GOAL: To support all students in their efforts to successfully complete this course and the Office Assistant Certificate in a collaborative and fun learning environment

REACHING ME:

- Canvas Inbox Messages: this is the best way to contact me. When in Canvas, click "Inbox" at top right.
- Bellevue College email: My email address is renee.lynch@bellevuecollege.edu. Please ensure that “BTS 101” is in the Subject line.
- Phone (Basic and Transitional Studies Department office phone): (425) 564-2179
- Office hours: Please contact me to make an appointment.

Please communicate with us about any questions, concerns, ideas, worries, or anything else! We are here because we want to help you succeed, so please don’t hesitate to let us know if there is any way we can support you in your studies.

Note that the instructors reserve the right to change anything about the course at any time without notice. In practice, we only make changes that we feel are beneficial to the class in general, and we often make such change in class. We will try our best to inform the class of any changes. That said, the class website will always have the latest, most

accurate information about this class. Please make it a habit to check this site frequently.

## COURSE INFORMATION

PLACE & TIME

- Room: A133
- Day & Time: Sat 12:00 – 12:50 pm

## COURSE DESCRIPTION

BTS 101+104 KEYBOARDING (REVIEW & SPEED BUILDING) increases students' keyboarding speed and accuracy. The course is graded pass/fail.

BTS 101+104 KEYBOARDING (REVIEW & SPEED BUILDING) is a hands-on course that will provide you with the opportunity to improve the speed and accuracy of your keyboarding. This is important because the keyboard is (along with the mouse) your primary means of communicating with your computer. Computers are extremely powerful tools, and in the right hands, they can work wonders!

BTS 101+104 KEYBOARDING (REVIEW & SPEED BUILDING) is one class that combines BTS 101 and BTS 104. BTS 101 is for beginning typists, and BTS 104 is for intermediate/advanced typists. There is ONE CRITERIA for determining if you are a beginning typist or an intermediate/advanced typist: your WPM (Words Per Minute) score on the Course Entry Timing.

## COURSE OUTCOMES

As part of the IBEST Office Assistant Certificate program, this offering of BTS 101/104 integrates course outcomes from the Business Technology Systems department and the Developmental Education department. These outcomes are listed together and are incorporated into the curriculum as combined goals that IBEST instructors seek to help students achieve with equal importance and dedication.

## BTS 101 OUTCOMES

If your WPM (Words Per Minute) score on the Course Entry Timing is less than 20 Words Per Minute, by the end of this course you will be expected to:

- Review students basic keyboarding skills, increase typing speed and improve proficiency on the computer.
- Measure student's keyboarding speed and accuracy at the outset of the program through the use of the Course Entry Timed Writing.
- Determine specific keyboarding problems by analyzing the diagnostic test results that appear at the beginning of various sections of the keyboarding program.
- Select appropriate practice lessons on the basis of the test analysis.

- Practice specially designed exercises in a prescribed manner.
- Measure overall skill-development progress at regular intervals during the course through the use of special Progress Check timings and at the end of the course through the use of the Course Exit Timing.
- Writing. Students completing this course will exit with keying by touch at 25 words per minute for a one minute timed writing.

## BTS 104 OUTCOMES

If your WPM (Words Per Minute) score on the Course Entry Timing is 20 Words Per Minute or more, by the end of this course you will be expected to:

- Increase basic keyboarding skills.
- Increase typing speed and accuracy.
- Improve proficiency on the keyboard.

## COLLEGE AND CAREER READINESS STANDARDS:

- Read with sufficient accuracy and fluency to replicate with precision.
- Attend to precision.
- Make sense of problems and persevere in solving them.
- Use appropriate tools strategically.
- Demonstrate command of the conventions of standard English grammar and usage in order to type more fluently.
- Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling in order to type more fluently.

## A SUMMARY OF I-BEST

This section of BTS 101+104 KEYBOARDING (REVIEW & SPEED BUILDING) is part of the I-BEST Office Assistant Certificate program. I-BEST stands for Integrated Basic Education and Skills Training. It is a program that provides pre-college students the opportunity to begin earning college certificates faster than traditional models.

I-BEST students enroll in professional-technical classes (such as this one) as well as an Academic Skills Class. The Academic Skills Class is taught by a basic skills instructor. It focuses on providing academic support and developing essential language and study skills.

The technical course is team taught by a content instructor (Linda Mondragon) and a basic skills instructor (Renee Lynch). The purpose of having two instructors in the class at the same time is to combine their relative areas of expertise. One is an expert in computers while the other is an expert in basic skills instruction.

Our goal, as your instructors, is to work together to make the lessons as clear and accessible as possible. We will be writing key ideas and vocabulary on the whiteboard, answering and asking questions, guiding individual students, roaming around the

classroom, and doing what we can to make the class informative and engaging. Our aim is to help you learn and keep up with the pace of the class. In short, you have the advantage of two instructors for the price of one. If you are interested in finding out more about the I-BEST program, please come see Renee after class or make an appointment.

## REQUIRED MATERIALS

## INTERNET & KEYBOARDINGONLINE.COM ACCESS:

We will be using a web site, KeyboardingOnline.com, for all keyboarding lessons this quarter, so you must have access to the internet. The internet is available for use from any student-accessible computer on campus.

## ACCESS CODE FOR KEYBOARDINGONLINE.COM

You must purchase an Access Code to use the software for this class.

There are three ways to purchase the Access Code:



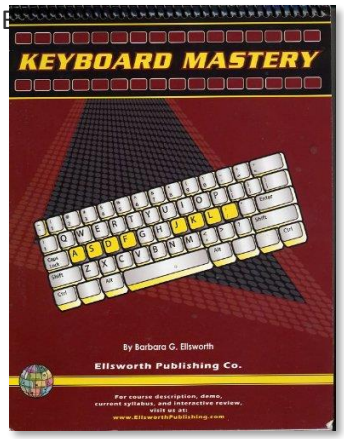

1. Access Code only:

Available online from the KeyboardingOnline Retail Store: http://store.keyboardingonline.com/keyboard-mastery/keyboard-mastery-access-code.html

2. Access Code only:

Available from the BC Bookstore

ISBN: 9780997560947




3. Textbook-with-Access Code:

Available from the BC Bookstore

KEYBOARD MASTERY

Author: Barbara Ellsworth

If you choose to purchase the textbook, your Access Code comes with the textbook. Since any given Access Code can only be used one time, if you purchase a USED book, you will need to go to the Ellsworth keyboard site and purchase an access code using the hyperlink above.

## CANVAS ACCESS:

In addition to the keyboarding lessons, you will also be required to participate in one online Discussion, which takes place on our class web site, which is located at http://bc.instructure.com.

To gain access to Canvas, you will need your BC Student Computer account info: user name, Student Identification Number (SID) and Personal Identification Number (PIN). Sign up at http://bellevuecollege.edu/netid/ or in the open lab Room N250.

## BTS TUTORING LAB

BTS specific classrooms are available for your use according to the schedule listed below. The instructors and tutors in the classroom will answer technical questions to the best of their ability. Every instructor may not be familiar with assignments given by other instructors and every tutor does not know every application. Show respect and patience to the instructors and tutors if they are unable to help you. Tutors are not allowed to assist you with quizzes or tests for this class. Contact your instructor for specific help.

## BTS Tutoring Lab Schedule:

| Day | Location | Time |
|---|---|---|
| Monday | D204 | 10:00-12:00pm |
| | D204 | 12:00-3:30pm |

| | | | |
|---|---|---|---|
| Tuesday | A132 | | 2:30 - 5:15pm |
| | D204 | | 6:00-7:30pm |
| Wednesday | | D204 | 11:30-3:00pm |
| | D204 | | 3:00-7:00pm |
| Thursday | A132 | | 2:30 - 5:15pm |
| | D204 | | 6:00-7:30pm |
| Friday | A132 | | 11:00am - 4:00pm |
| Saturday | A132 | | 11:00am - 4:00pm |
| | A132 | | 1:00-4:00pm |

## ASSIGNMENTS & GRADING

Your Goal is to use the keyboard as an effective tool for communication. You must be able to key by touch (without looking at your hands) to be successful in this class.

This quarter, we will be using a web site for keyboarding lessons. Login.KeyboardingOnline.com has some pretty good lessons available.

There are only three due dates this quarter:

1. Introductory Discussion is due at 11: 59pm the first Sunday of the quarter. (extra credit)
2. Course Evaluation is due by 4:00pm the day before finals. (extra credit)
3. Everything else (the keyboarding lessons) is due at 11:59pm on the last day of the quarter.

## KEYBOARDING LESSONS

You will be placed in BTS 101 or 104, depending on your average WPM score on the COURSE ENTRY TIMING.

You will first take the COURSE ENTRY TIMING. You must take the Course Entry Timing three times, with no more than 5 errors, before you can begin the Keyboarding Lessons. If your average WPM score on your Course Entry Timings is less than 20 WPM, then you will be assigned to BTS 101. If your average WPM score on your Course Entry Timings is 20 WPM or greater, then you will be assigned to BTS 104.

There are 11 (BTS 101) or 24 (BTS 104) Keyboarding Lessons. Your Keyboarding grade is calculated based on three criteria:

1. Completion of All Required Lessons
2. Total Effort (time spent typing)
3. Typing Speed (in Words Per Minute, or WPM)

### BTS 101

#### Lessons – 40%

You must complete Lessons 1-11. If you complete Lessons 1-11, then your Lesson score will be 40%. If you do not complete all 11 Lessons, your Lesson score is 0%.

### Total Effort – 40%

You must type at least 15 minutes every other day. That is 9 hours, 37.5 minutes for the quarter. Your Total Effort score is calculated as a percent of 9:37.5 – that is, if you type for exactly 9 hours, 37 minutes and 30 seconds, your Total Effort score will be exactly 40%. If you type for half that time – 4 hours, 48 minutes and 45 seconds – then your Total Effort score will be 20%. Likewise, if you type double that time – 19 hours, 15 minutes – then your Total Effort score will be 80%.

### Typing Speed – 20%

Your goal is 20 Words per Minute. Your Typing Speed score is calculated as a percent of 20 WPM – that is, if your typing speed is 20 WPM, then your Typing Speed score will be 20%. If your typing speed is 10 WPM, then your Typing Speed score is 10%. Likewise, if your typing speed is 40 WPM, then your Typing Speed score will be 40%.

### Calculate Your BTS 101 Grade

| Requirements | Goal | Points Possible | Your Scores | Your Points |
|---|---|---|---|---|
| # of Lessons | 11 | 40 | | 0.00 |
| Total Effort (min.) | 577.5 | 40 | | 0.00 |
| Speed (WPM) | 20 | 20 | | 0.00 |
| | | **100** | | **0.00** |
| | | | **Letter Grade:** | **F** |
| | | | | |
| | ***Enter your scores in the orange cells.*** | | | |

## BTS 104

### Lessons – 33.3%

You must complete Lessons 1-24. If you complete Lessons 1-24, then your Lesson score will be 33.3%. If you do not complete all 24 Lessons, your Lesson score is 0%.

### Total Effort – 33.4%

You must type at least 15 minutes every other day. That is 9 hours, 37.5 minutes for the quarter. Your Total Effort score is calculated as a percent of 9:37.5 – that is, if you type for exactly 9 hours, 37 minutes and 30 seconds, your Total Effort score will be exactly 33.4%. If you type for half that time – 4 hours, 48 minutes and 45 seconds – then your Total Effort score will be 16.7%. Likewise, if you type double that time – 19 hours, 15 minutes – then your Total Effort score will be 66.8%.

### Typing Speed – 33.3%

Your goal is 35 Words per Minute. Your Typing Speed score is calculated as a percent of 35 WPM – that is, if your typing speed is 35 WPM, then your Typing Speed score will be 33.3%. If your typing speed is 17.5 WPM, then your Typing Speed score is 16.67%. Likewise, if your typing speed is 70 WPM, then your Typing Speed score will be 66.6%.

## Calculate Your BTS 104 Grade

| Requirements | Goals | Points Possible | Your Scores | Your Points |
|---|---|---|---|---|
| # of Lessons | 24 | 33.3 | | 0.00 |
| Total Effort (min.) | 577.5 | 33.4 | | 0.00 |
| Speed (WPM) | 35 | 33.3 | | 0.00 |
| | | **100** | | **0.00** |
| | | | **Letter Grade:** | **F** |
| | | | | |
| | ***Enter your scores in the orange cells.*** | | | |

## DISCUSSION

There will be one Discussion, an Introduction, which will be due the first Sunday of the quarter at 11:59. This extra credit assignment is worth 5% extra credit.

## COURSE EVALUATION

Please complete the Course Evaluation towards the end of the quarter. It is due by 4:00pm on the last day of class before Finals Week. This extra credit assignment is worth 5% extra credit.

## ATTENDANCE/PARTICIPATION

The amount of time that you spend practicing may be counted toward your final grade. You should plan on spending 15 minutes every other day practicing your keyboarding in the online keyboard tutor. This means that, by the end of the quarter, you should have logged at least 9 ½ hours typing (for Fall, Winter, and Spring quarters). The amount of time you spend can be found in any Report, under “Total Effort.”

In addition, you must check the class site 1-2 times per week. Check the Announcements and your INBOX for important messages from the instructor.

Since there are 11 lessons (BTS 101) or 24 lessons (BTS 104) and 11 weeks (in Fall, Winter, and Spring quarters), you should pace yourself to complete 1 lesson per week (BTS 101) or 2 lessons per week (BTS 104).

## LATE WORK

This is a self-paced class. However, late work is not accepted.

## COURSE REQUIREMENTS

When you have completed all of the keyboarding lessons, check your Final Grade Report. If you are not satisfied with the grade, you may redo any Lessons to improve your grade. A higher score on an individual timing will replace the lower score on your Progress Report, which may improve the grade on your Final Grade Report. Your grade is based on the average of the “best speeds” of all required Lessons.

Your keyboarding speed is calculated from the KeyboardingOnline software program automatically. The requirements that follow have already been entered into your KeyboardingOnline program. All you have to do is practice; the program will record your progress for you.

## GRADING SCALE

| % of possible pts | Letter GRADE |
|---|---|
| 95 - 100 | A |
| 91 - 94 | A- |
| 87 - 90 | B+ |
| 83 - 86 | B |
| 80 - 82 | B- |
| 77 - 79 | C+ |
| 73 - 76 | C |
| 70 - 72 | C- |
| 65 - 69 | D+ |
| 60 - 64 | D |
| 0 - 59 | F |

To measure your current progress:

1. In KeyboardingOnline, go to your Simple Progress Report (see Figure 1).

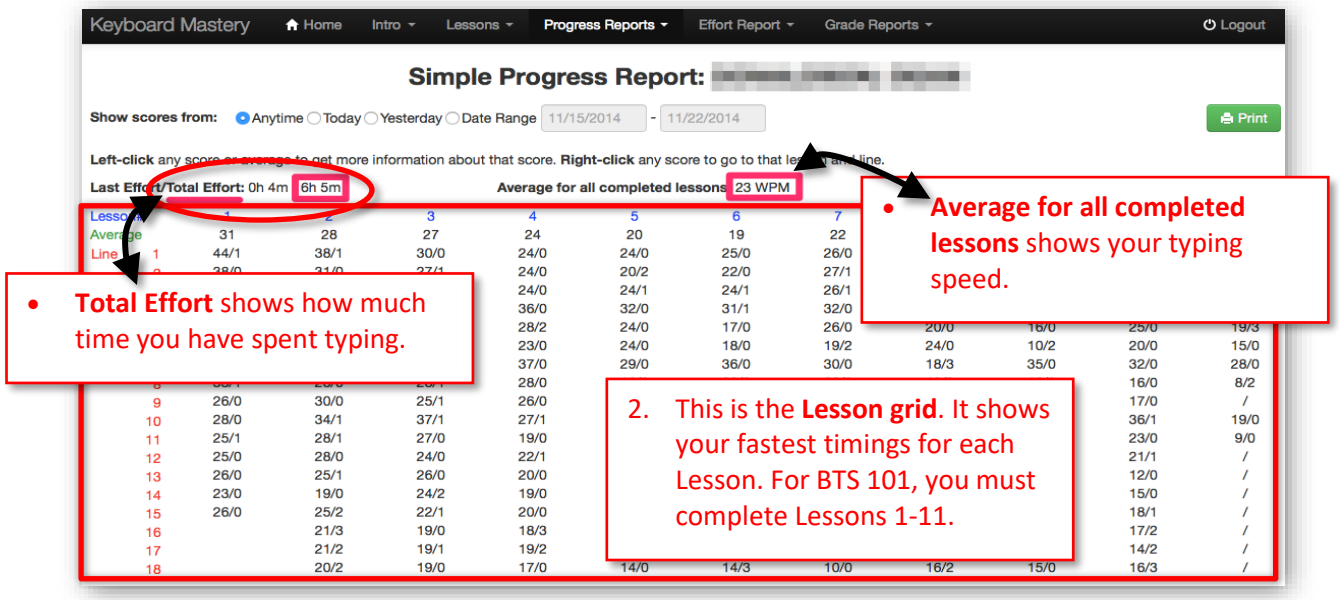



*Figure 1: Simple Progress Report*

2. The main part of the window, at the bottom, is the Lesson grid. The Lesson grid shows all of your fastest timings for each Lesson. This area will show how many Lessons you have completed. For BTS 101, you must complete Lessons 1-11. For BTS 104, you must complete Lessons 1-24.
3. On the left, just above the Lesson grid, you will see "Last Effort/Total Effort," followed by the number of hours and minutes you spent typing the last time you logged in, and the total hours and minutes you have spent typing so far. By the end of the quarter, this should be at least 9h 37.5m.
4. Next to that, in the center above the Lesson grid, you will see "Average for all completed lessons," and then your typing speed in Words Per Minute. For BTS 101, by the end of the quarter, this should be at least 20 WPM. For BTS 104, by the end of the quarter, this should be at least 35 WPM.

# USING THE ONLINE KEYBOARDING PROGRAM:

## STEP ONE: ACQUIRE THE TEXTBOOK/ACCESS CODE

In order to enter the online keyboarding tutor, you must enter an Access Code. You may purchase a textbook (which contains an Access Code) from the Bookstore. You may also purchase an Access Code from the KeyboardingOnline website. To purchase an Access Code online:

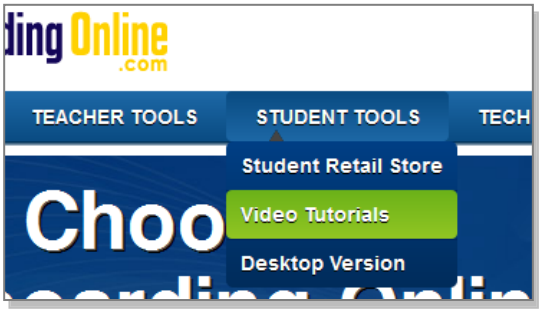
1. Using a Web Browser, go to www.keyboardingonline.com
2. Rest pointer on "ORDER NOW" tab to reveal next choices
3. Click on "Student Retail Store" link
4. Under Grade Levels on right, click on "Online Access Code"
5. Locate your course and click on the "Buy Now" button
6. Click on the "Start Checkout" button and follow the directions. You will need to enter a valid credit card number.

## STEP TWO: WATCH THE SHORT CORRECT TECHNIQUE VIDEO

To be an excellent typist, you need to have good techniques:

- Assuming you are still connected to www.keyboardingonline.com, Rest your pointer on the STUDENT TOOLS link, and click on "Video Tutorials"

Scroll down to the For Students section and click on the words (not the YouTube) **"**The Six S.E.C.R.E.T Correct Keyboarding Techniques". After starting it, it continues automatically—you do not need to press the mouse button. Press ESC key when




finished.

## STEP THREE: LOG IN WITH YOUR STUDENT LOGIN/PASSWORD

At the top of the Keyboarding Online web page, click red LOGIN NOW button.

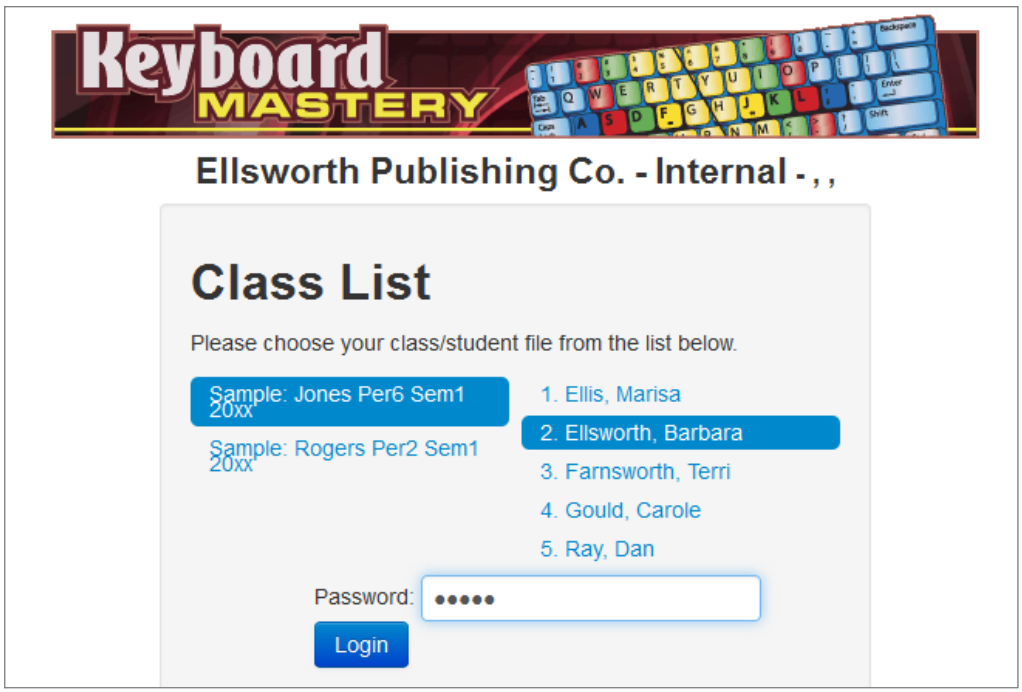
a. Enter the student login info:
   i. School Login: bellevue
   ii. School Password: bellevue
b. Click Sign In.
c. Click on your course icon. "HTML 5" means that it is specially programmed to work on tablets with Bluetooth keyboards, or computers.




You will see your course/s:

## STEP FOUR: LOG IN TO YOUR CLASS

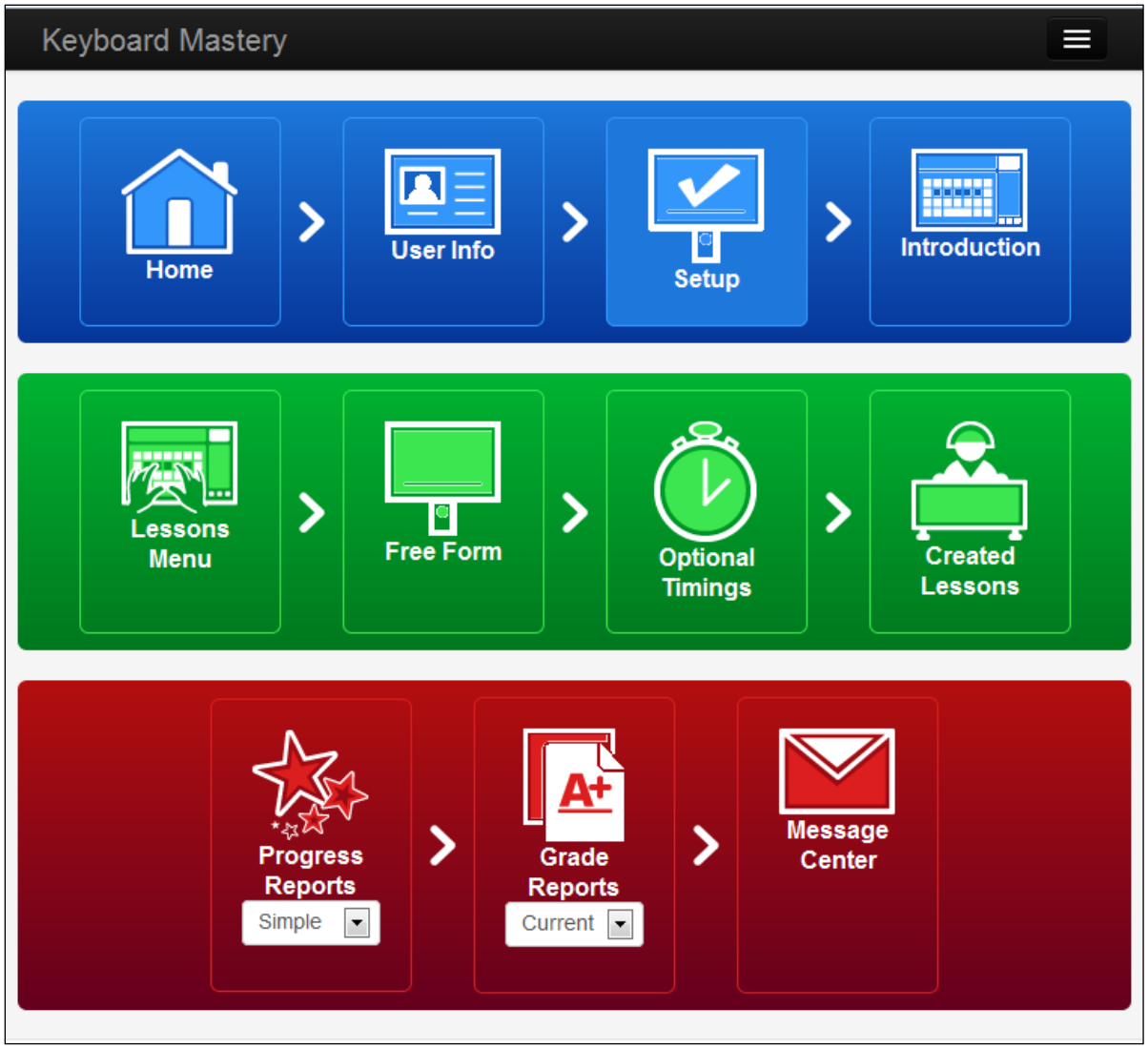
Click to select your class (BTS 101+104: 2016 Fall), your name, and enter your personal password (your SID; nine digits, like this: 123456789).




Then click the "Login" button.

## STEP FIVE: NAVIGATING THE SITE

Follow along on your computer as you read these step-by-step directions. They will give you a demo of your course.




## USER INFO

Click the User Info icon. You may enter your email address and phone number. These will appear on the class report for the instructor. You can change your individual password from the one given by your instructor to a personal password if you wish. (The instructor may lock the password so it can't be changed.) When through, click "Close" if no changes, or "Save changes".

## SETUP 

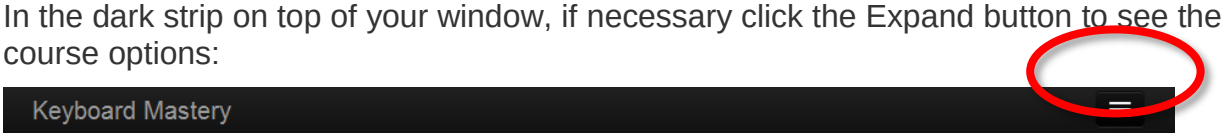

Click the Setup icon. Check the course standards set by your teacher by clicking on the various tabs beginning with Options. You cannot change anything in the Setup. Notice in the Grades tab the speed and accuracy required for a passing grade. On the Next

Step tab, click on the link Click here to visit the Introduction.

## INTRODUCTION 


The Introduction is designed to give you practice on some of the important concepts you saw in the Technique Video, take a short timing, and view your score in the Progress Report.

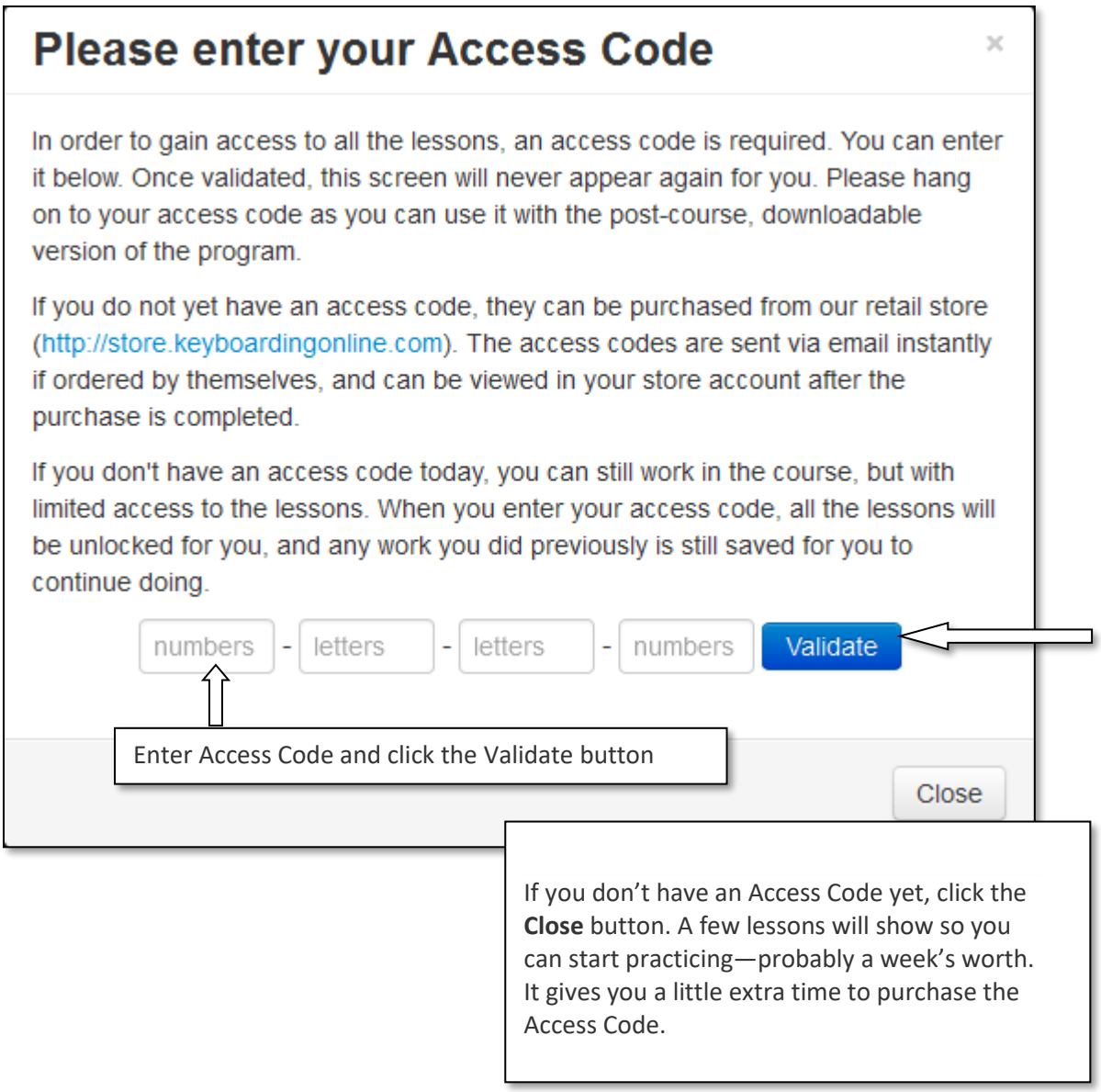
In the dark strip on top of your window, if necessary click the Expand button to see the course options:




## LESSONS 

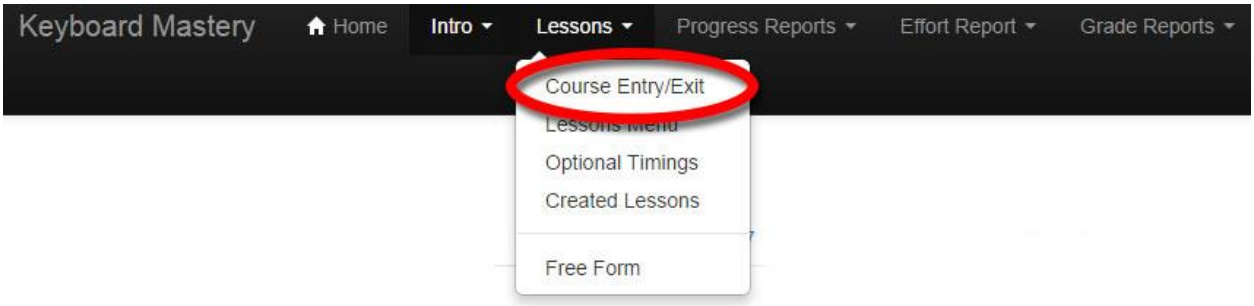

Click the Lessons link in the dark area. Select Lessons Menu. When you click on the Lessons Menu icon**,** a box appears asking for your Access Code. You only need to enter your Access Code once. After you enter your Access Code, the program will not ask for it again. This code is in the back of your textbook, or is the one purchased online.

After entering the Access Code, you are now into the course software:




## COURSE ENTRY/EXIT

The first keyboarding assignment you attempt must be the Course Entry Timing. This is a three-minute timed drill to measure your current typing ability. Take your time and concentrate on accuracy: you are allowed only five errors in this lesson. You must complete the Course Entry Timing three times with no more than five errors before you



will be allowed to begin the Keyboarding Lessons.

If your WPM score for the Course Entry timing is less than 20, then you will be assigned to BTS 101 class, and 20 WPM will be your goal for this class. If, on the other hand, your WPM for the Course Entry is 20 WPM or more, then you will be assigned to BTS 104 class, and your goal for this class will be 35 WPM. The instructor will assign the proper class for you after you have completed the Course Entry timing.

## LESSON 1:

- Home Row is highlighted in the menu on the top left. Line 1 shows on the first tab at the top indicating your first drill.
- Before you begin, move the Adjust Font slider (lower right) to the right to make the letters larger. Then click in the rectangle above the Adjust Font and Best Scores area.
- The timer will begin when you press the first key. On the one-liners, when you get to the end and have more time, press the Enter key and start over. KEEP TYPING UNTIL THE TIMER STOPS YOU!
- If you know you made a mistake and want to start over without waiting for it to time out, click on the Time Remaining button and it will reset.
- When new keys are presented, the directions are above the partial keyboard. Click on the "**Show Reach**" button and the new key reaches will blink on your mini keyboard screen. The color of the blinking key shows which finger of the home row depresses the new key.




## NOTES:

1) Your teacher has turned off the timing view so you can't see what you have typed until the timing is over. This is designed to encourage you to keep your eyes on the text—do NOT look at your fingers or the keys!

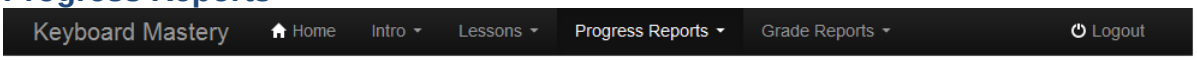
2) Your teacher has also turned on a timeout feature—if you pause more than 5 seconds, your timing will abort and you will have to start over. Again, this is designed to encourage you to keep your eyes on the text and not waste time looking down at your keys. If you look at the keyboard to hunt and peck, you won't be able to find your way back to continue typing and your practice timing will abort. Real typing skill is "by touch," without looking at the keys or your fingers.

## NOW YOU CAN START TO PRACTICE

Practice Lines 1-4 until you reach your goal for a passing grade. The beginning timed exercises are very easy for a reason—the higher your wpm scores on the beginning exercises, the easier it will be to do the paragraphs later. So, let your fingers fly!!!

- Take the drill as many times (unlimited) as necessary to reach your goal. The best three speeds of all taken that meet the accuracy rate will automatically record.
- If you want to take the timing again, click the Time Remaining: button and it will reset. You might also see a Try Again button, which appears if your score isn't high enough or you had too many errors.
- To go to the next exercise, click on Line 2.

### Progress Reports




- Click on Progress Reports, and Simple Report to see the best speeds recorded for each exercise.

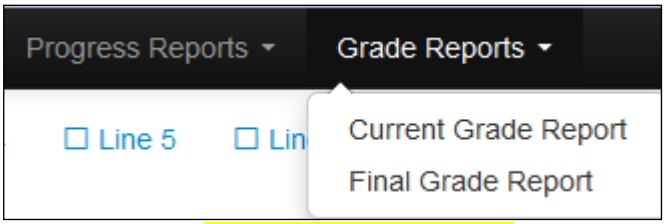
If your screen is small, you might need to click on the expand button to see the menu



above:

## GRADE REPORTS

- Click on Grade Reports to see either your Current Grade or Final Grade:

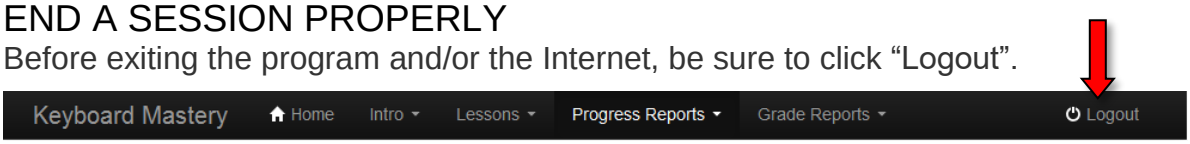



- ✓ Select Current Grade Report to see your average score for all completed lessons so far in order to compare it to the grading scale. This is often used as a mid-term grade.
- ✓ Select Final Grade Report. A final grade will appear only after all assigned lessons are completed.

IMPORTANT: If you want to raise your grade, go back to your Progress Report and note which scores are lower than your goal. If you right click on the lower score, the program will automatically take you to that lesson and exercise. Practice to raise any lower scores—higher scores on the Progress Report can raise your final grade.

## END A SESSION PROPERLY

Before exiting the program and/or the Internet, be sure to click "Logout".




## LAST INSTRUCTIONS

Be sure to read the instructions carefully. Remember: You do NOT have to turn anything in—I can see your scores and grades online in my Teacher Manager.

You can also watch the video tutorials that go over these instructions step by step at: http://www.keyboardingonline.com/AuthorsDemo.php

## RECOMMENDATIONS FOR KEYBOARDING SUCCESS

1. Short and regular practice periods are best for building skill (practice, practice, practice).
2. Practice typing at least 15 minutes a day.
3. Key all assigned activities, and you will improve.
4. Follow the order of the lessons; do not skip around.

## CLASSROOM LEARNING ENVIRONMENT

## INSTRUCTOR'S EXPECTATIONS

Professionalism is defined as the conduct, aims, or qualities that characterize a person in the workplace. This is a business class, and all of us are either already in the professional business world or aspiring to join it. Therefore, we will use professional business standards for our class behavioral standards since this is something we already have in common. Also, Bellevue College's general policies are in effect at all times in our classroom. These can be viewed at http://bellevuecollege.edu/policies/.

We will add or subtract points for behavior that either exceeds or falls short of the standards.

HELPING OTHERS: You are strongly encouraged to help other students, except on assignments which I specifically tell you must be done independently. If you see a question on a discussion board in our class site, you are encouraged to share your knowledge by responding with an answer or helpful ideas.

PUNCTUALITY: As a business professional, you are expected to meet your deadline commitments and complete work by the due date and time. To reinforce this habit, late work is not accepted. You will need to plan your time very carefully and ensure that you have a contingency plan in place for PC problems.

In some rare cases, serious situations may arise that would cause you to contact me regarding an adjustment to the schedule, and if this occurs I am happy to discuss this with you.

Poor planning, over-committing, disorganization, malfunctioning email, etc. will not be accepted as reasons for turning your work in on time.

COMMUNICATION: For purposes of this class, professional communication includes the following:

- Never use offensive language.
- Check your spelling and grammar. Use correct punctuation and capitalization.
- Be positive and handle frustration and complaints with respect and discretion.

ETHICS: “Ethics” are a professional’s rules and principles of behavior. The choices you make define you as a person. Are you honest, loyal, and reliable? Or are you a lying, stealing, cheater who is not to be trusted? For your career to be successful, you must make choices that are solidly ethical, leaving no doubt about the value of your character.

## DIVISION STATEMENTS

The BC Business Division leadership has provided the following descriptions of behaviors that are to be strictly avoided:

CHEATING includes copying answers on exams, glancing at nearby exams, turning in assignments or papers that have been used in other classes, giving or receiving help during an exam, purchasing or selling notes, assignments or examination materials, etc..

STEALING includes taking the text, work, notes, exams, library quotations, or any other intellectual or personal property of others without their permission or knowledge.

LYING includes making untrue statements or making statements with a basis of truth but stated in such a way as to create an untrue impression or belief.

PLAGIARISM includes presenting the words, ideas, and/or work of others as if they are your own, presenting others’ papers as your own work, and/or including parts of published or electronic works without giving credit where credit is due.

To clearly demonstrate your ethics, you must acknowledge via bibliography, citations, etc. where you have obtained information or ideas that are not your own, whether they are from fellow students, or sources within or outside BC.

If I find that you have acted in what I believe to be an unethical manner by cheating, stealing, lying, or committing plagiarism, you will be dismissed from class and you will receive an F. This class cannot be dropped after the F is entered. Your behavior will be reported in writing to the Dean and will be added to your permanent record.

If you would like to appeal the decision, please refer to WA State laws for details on the appeals process: http://apps.leg.wa.gov/WAC/default.aspx?cite=132H-120-200

Information about Bellevue College’s copyright guidelines can be found at: http://www.bellevuecollege.edu/policies/id-2900p/

## STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY

Cheating, stealing, and plagiarizing (using the ideas or words of another as one's own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to, talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Student Code of Conduct at: http://www.bellevuecollege.edu/policies/id-2050/

## AFFIRMATION OF INCLUSION

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.

We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect. http://www.bellevuecollege.edu/inclusion/

**Diversity:** We are all different, of course. We all have different experiences, we are different ages, we speak different languages, and we have so many other special and unique characteristics. Because of this, we will all learn software at a different pace and for different reasons. This is a good thing! It will allow us to see many perspectives, which will give us a broader view of this subject. To ensure we take advantage of the diversity in our class, we need to:

- Always have a positive reaction to differences between people.
- Ask questions and seek understanding. Take the time to listen and explore the way others think.
- Be patient.
- Never make negative comments or jokes about race, nationality, creed, age, or gender.
- Never say anything critical or demeaning to others.

## RELIGIOUS HOLIDAYS

Students who expect to miss classes, examinations, or any other assignments as a consequence of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent, preferably at the beginning of the term. Students who are absent on days of examinations or class assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent), unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden on a member of the faculty. Should disagreement arise over what constitutes an unreasonable burden or any element of this policy, parties involved

should consult the department chair, or Dean.

## COLLEGE ANTI-DISCRIMINATION STATEMENT (TITLE IX)

Bellevue College does not discriminate on the basis of race or ethnicity; color; creed; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; gender identity or veteran status in educational programs and activities which it operates.

For further information and contacts, please consult College Anti-Discrimination Statements: http://www.bellevuecollege.edu/titleix

# IMPORTANT LINKS

## BELLEVUE COLLEGE EMAIL AND ACCESS TO CANVAS

All students registered for classes at Bellevue College are entitled to a network and email account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to *Canvas*. To create your account, go to: https://bellevuecollege.edu/netid .

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the IT Services website.

## DISABILITY RESOURCE CENTER (DRC)

The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact us as soon as possible.

If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc., please meet with your individual instructors to develop a safety plan within the first week of the quarter.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contact asn@bellevuecollege.edu or 425.564.2764. ASN is located in the Library Media Center in D125.
http://www.bellevuecollege.edu/autismspectrumnavigators/

The DRC office is located in B132 or you can call our reception desk at 425.564.2498. Deaf students can reach us by video phone at 425-440-2025 or by TTY at 425-564-4110. Please visit our website for application information into our program and other helpful links at http://www.bellevuecollege.edu/drc/

# PUBLIC SAFETY

## PUBLIC SAFETY AND EMERGENCIES

Public Safety is located in the K building and can be reached at 425-564-2400 (easy to remember because it's the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts through our campus alerting system by registering at http://www.bellevuecollege.edu/alerts/

If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

If a major emergency occurs, please follow these two rules:

1) Take directions from those in charge of the response. We all need to be working together.
2) Do not get in your car and leave campus (unless directed to). Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.
3) In an emergency, call 911 first, then Public Safety.

Please do not hesitate to call Public Safety if you have safety questions or concerns at any time. You may also visit the Public Safety web page for answers to your questions: http://www.bellevuecollege.edu/publicsafety/

## FINAL EXAM SCHEDULE

There will be no final exam for this class.

## ACADEMIC CALENDAR

The Bellevue College Academic Calendar is separated into two calendars. They provide information about holidays, closures and important enrollment dates such as the finals schedule.

- ENROLLMENT CALENDAR - http://www.bellevuecollege.edu/enrollment/deadlines/ . On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.
- COLLEGE CALENDAR - http://www.bellevuecollege.edu/enrollment/holidays/ . This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter end and start dates, and final exam dates.