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***Welcome to Fall 2014!***

Reading and Writing with Computers Levels 5 & 6

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| Mila Tari | mila.tari@bellevuecollege.edu  voicemail: 425-564-2157 |  |
| 9:30am to 11:20am | Monday, Tuesday & Thursday | N-209 |
| School Closure: | 425-401-6680 |  |

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*Please silence your cell phone before class starts. Thank you!*

**Course Objectives**:

Have fun improving your reading and writing skills using a computer! This is a class to help you develop your reading and writing skills with Microsoft Word, Outlook email and the Internet.

1. Learn computer vocabulary and use various computer software programs.
2. Communicate electronically: Use Outlook email and the discussion board on CANVAS.
3. Improve your writing skills through various writing assignments.
4. Read online articles.
5. Explore topics of your choice.
6. Use a computer to complete projects.



**Important Class Materials:**

        **1. A FLASH DRIVE**: to save your computer work. *(Optional)*

Buy a flash drive at any office supply stores. Flash drives come in sizes called “Gigs.” (1 Gig, 2 Gig, 4 Gig or 8 Gig) 1 Gig is good for this class.



        **2. A 3-RING BINDER:** Organize your class handouts by filing them in your 3-ring binder.

        **3.** **Download And Print Handouts From CANVAS**.

There is no textbook for this class. You can print the class handouts in our classroom or at the student computer lab in N250.

**Expectations of Students in Class**

1. Come to class! Students must come to every class. If you cannot come to class, please email the instructor at: **mila.tari@bellevuecollege.edu** or leave a voicemail at **(425) 564-2157**.
2. NO food or drinks in the computer lab.
3. Do all your homework. Practice what you have learned in class.
4. Build a learning community. It means to help each other. Some classmates know how to use a computer, and other classmates are good at reading and writing. We can learn from each other.
5. Learn how to work in small teams.
6. Please use polite forms of disagreement like: “I’m sorry but I don’t agree with you.”
7. When the instructor is talking to the whole class, please STOP typing and listen to her instructions.
8. If the instructor is talking too fast, please raise your hand and say, “Please speak slowly.”
9. If you don’t understand the instructor’s instructions, please raise your hand and say, “Please repeat the instructions.”

10.If you need the instructor to help you but she is helping another student, it is okay to ask a classmate for help.

**Grading:**

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| Points System | * You will receive points for each assignment on CANVAS. * I will type comments on how well you did on each assignment. |

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. Learn more about the Disability Resource Center (DRC) in the B132 or call them at 425-564-2498 or TTY 425-564-4110. Information is also available 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’s 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 a day, 7 days a week. It is located in K-100. 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. To create your account, type: https://bellevuecollege.edu/sam or go to the student lab in N250 for help.