



# The GUIDE to Business Office Technology Flex Courses

## ATTENDANCE

You earn credit in this course by clocking the minimum hours listed in your syllabus and satisfactorily completing all assignments and tests. You will not receive credit in a course if you miss over a certain number of hours for the semester. See page 4 for required hours.

All assignments, Midterm, and hours must be completed by **Saturday, December 12, 2009.**

Software will track your class hours for you. Some individuals may need more than the hours listed in your syllabus to complete all assignments. You may take as many additional hours as necessary.

If you decide to stop attending class, it is **your** responsibility to obtain a drop card and submit it prior to the Final Drop Date. If you fail to do this, you may receive an "F" grade.

**REMINDER:** All course work, hours and exam must be completed by

**Saturday December 12, 2009 at 2:30 p.m.**

## LOGGING IN

- At log-in screen, enter your **username** (firstname, dot, and lastname-no spaces in between) For example: **john.smith**
- Enter your **password** (your birthdate in 6-digit format)

## LOGGING OUT

- Exit the software.
- Click **Start, Shutdown, Restart, and Yes.**
- Push keyboard tray and chair back underneath the desk.
- Don't forget to log out of the Red Canyon attendance-tracking software.

## BOT LAB HOURS:

MON	09:30 a.m. — 08:30 p.m.
TUE	09:30 a.m. — 08:30 p.m.
WED	09:30 a.m. — 08:30 p.m.
THU	09:30 a.m. — 08:30 p.m.
FRI	09:30 a.m. — 02:00 p.m.
SAT	09:30 a.m. — 02:30 p.m.

## IMPORTANT DATES:

- September 4, 2009.....Last day to drop without a "W"
- September 4, 2009.....Last day for a refund
- September 25, 2009.....Last day to apply for CR / NC
- November 12, 2009.....Last day to add
- November 19, 2009.....Last day to drop
- December 12, 2009.....Last day to turn in all assignments
- December 14– 15, 2009....Finals only, 09:30 a.m. to 8:30 p.m.



## HOLIDAY SCHEDULE

The BOT Flex Lab will be closed for the following holidays:

- September 7.....Labor Day
- November 13, 14.....Veterans' Day
- November 26-28.....Thanksgiving Holiday

## ACCOMMODATIONS

For accommodations due to a disability, please see an Instructor within the first two weeks of your class attendance. Student may contact DSP&S in person in Room A-300 or by phone at (619) 660-4239 or 660-4386 (Voice/TDD).

## CHECK HOURS

To see how many hours you've logged into the tracking software during the semester, check the white notebook near the Red Canyon. The binder is updated 2-3 times per week.

## CHECK GRADES

- Go to the Internet.
- Key **bb.gcccd.net**
- For complete instructions, see page 3 of this Guide..

Class updates and announcements are posted to the Blackboard website at: **bb.gcccd.net**

# BOT FLEX LAB RULES

This is a Classroom environment. Please observe the following rules so that every student working independently may concentrate and complete their assignments:

- ◆ It is expected that each student demonstrate professional, office-like behavior.
- ◆ **ONLY** BOT course work may be done in the BOT Flex Lab.
- ◆ All work, except reading, must be completed in the BOT Flex Lab.
- ◆ College student I.D. card is required each visit
- ◆ Cheating or copying another student's work is a very serious

offense and could result in a failing grade ("F") for the assignment and/or the entire course.

- ◆ No visitors or children are allowed.
- ◆ No food or drinks are allowed at work stations. Please leave them at the door.
- ◆ Please log out of the Red Canyon attendance tracking software when you leave the room for a break longer than 5 minutes.
- ◆ Please set all pagers and cell phones to vibrate or silent mode.
- ◆ No loud talking, use of profanity or social visits.
- ◆ Any computer left unattended for

more than 15 minutes may be restarted by an Instructor

- ◆ We are not responsible for any personal items left at your work station.
- ◆ No ICQ, AOL or any other on-line Chats are allowed at any time.
- ◆ No game playing at any time.
- ◆ Viewing of pornography is prohibited!
- ◆ Please do not load any program onto the lab's computers. (Software that does not belong to the college is prohibited.)
- ◆ Everyone must purchase their own textbook.
- ◆ We cannot loan textbooks to students for any reason.

## TIPS FOR SUCCESS

We want you to succeed! The following tips have been designed with your success in mind:

- Bring required course materials to every class session. This includes your syllabus, textbook, disks, notebook, and a pen or pencil.
- Label disks and other personal objects with your name and class.
- Read and follow your syllabus.
- Complete your assignments and/or exams in the order in which they appear on your syllabus.
- Place a checkmark and write the date next to each assignment on your syllabus as you turn in your work.
- Organize your work so that assignments are received in the order in which they appear on the syllabus when you turn in your work.
- Assignments should be bundled neatly and labeled appropriately as if you are presenting a proposal to your boss in a professional setting.
- Back-up or Save your work regularly.
- Begin classes immediately. You may be unable to complete the required lab hours and/or finish your assignments if you delay your start date.
- Attend class regularly—you may be dropped if you don't. Make the Flex Lab a part of your weekly schedule.
- Learn how to troubleshoot computer problems through trial and error. Refer to your text, online help, then ask for assistance. There are no "stupid" questions.
- Keep all returned assignments in a notebook for your records.

## PRINTING ETIQUETTE

YOU can help us to keep costs down this semester by conserving paper and toner. Here's a few things you can do to help!

- Do **NOT** print unless your syllabus instructs you to.
- Use the **FILE**, then **PRINT**, then **OK** command rather than the Printer Icon on your toolbar. This allows for control of how many pages that you print and avoids printing the whole document when only one page is needed.
- **Proofread** your work on the screen rather than printing it and then finding your errors, causing you to reprint and waste paper.
- Do **NOT** print anything from the Internet unless your course requires it and your syllabus instructs you to.
- When printing Envelopes or Labels, be sure to walk directly to the printer and insert a piece of paper in the Manual Tray or push the green button twice to avoid holding up other print jobs.
- If you are unsure how to print just one page, or are unclear about other printer related topics, **PLEASE ASK!** We are here to help you!

### **NEED HELP?**

- ◆ Refer to your textbook
- ◆ Access the help feature in your software
- ◆ Use green cup to ask an instructor or lab assistant for help

## HOW TO SUBMIT YOUR WORK

Your syllabus will indicate when it is time to turn in a section of work. The following steps will walk you through the process:

- ☑ Verify that you have completed the assignment requirements.
- ☑ Pay attention to syllabus instructions regarding submission of class work through Blackboard.
- ☑ Only print work that as listed.
- ☑ Organize your work so that assignments are received in the order in which they appear on the syllabus.
- ☑ For labeling the assignment pages refer to your syllabus instructions.
- ☑ Fill out a Goldenrod Assignment Transmittal sheet — Be sure to write legibly and fill the form out completely.
- ☑ Neatly staple the Goldenrod Assignment Transmittal sheet on top of your bundled work.
- ☑ Place your homework in the tray marked with your Instructor's name.
- ☑ When your assignments are returned to you, record the points that you earned in the space provided on your syllabus.
- ☑ Pick up your graded assignments from the graded papers bin on the table.
- ☑ You may only resubmit your work as indicated by Instructor.
- ☑ Resubmitted assignments are to be submitted with **ORIGINAL** transmittal form and attached to assignment package.
- ☑ If you have questions about your homework, e-mail your Instructor directly.
- ☑ Write your name on flash drives.

## E-MAIL

Every student at Cuyamaca College has an e-mail account. Because your account is Internet based, you may send and receive e-mail from any computer in the world as long as it has a browser installed and an Internet connection.

In an Open Entry/Open Exit learning environment, it is possible for you to complete your class without ever meeting your Instructor. While you may ask the Instructor who is on duty for assistance, you may find it necessary to contact your Instructor directly. We encourage our students to utilize the campus e-mail system as our Instructors check for messages from their students on a regular basis.

Your school e-mail address consists of your **first name**, **dot**, and **last name** (with no space in between), followed by the rest of the address. For example, if your name were **Mickey Mouse**, your e-mail address will be:

*mickey.mouse@students.gcccd.edu*

Refer to the handout entitled "Student E-Mail System" for detailed instructions on how to access your e-mail.

Be sure to put your **COURSE NUMBER** in the subject line of every e-mail you send your Instructor.

## **Flex Lab Standards**

Our goal is to make your learning experience positive and as stress free as possible. We take academic integrity very seriously, and we expect our students to demonstrate respect for the integrity of the courses and the grades they receive.

## **Flex Lab Assignments and Textbooks**

Reading assignments should be completed at home. **ALL** computer assignments must be completed in the Flex Lab in order as listed on the syllabus. If you skip an assignment you may receive a "0" on that assignment. All assignments must be your own work and not shared with another student. **Disks may be collected by an Instructor at any time for inspection.** If you need assistance, ask an Instructor rather than a fellow student.

Each student must purchase a textbook for each class they are enrolled in and they must bring this text to class each time. There are no textbooks available for loan or check-out at any time.

## **Flex Lab Exams**

Study guides are available for all exams in the office. Pick up in advance and write notes for use during an exam. All performance exams must be your own work. You may not confer with any other student at any time while taking an exam. All exams must remain in the Flex Lab and must be completed in one class session. You will have 3 hours to complete the exam, so be sure you have enough time to complete your exam before you begin. No breaks may be taken during an exam. If you have an issue, please see an Instructor before leaving the room.

The penalty for not following these policies may include receiving a "0" for the exam or assignment and an "F" in the course. If you skip an exam you will receive a "0" for the exam.

You must start your exam in time to finish it before the lab closes. No exams will be checked out with less than one hour before closing.

### **How to Submit Work in Blackboard**

1. Click the View/Complete Assignments link .
2. Click the Browse button.
3. Locate the first file you want to submit. Click Open.
4. Make sure to click the **Add Another File** button for all files.
5. Continue with steps 2-4 until all files for the chapter are listed.
6. Write a note in the Comments box, if needed.
7. Click Submit.

**NOTE:** Do not click Submit until all documents are in the list. Once you submit, you can't add anything else. Blackboard assumes you are done with the assignment

### **Check your grades on *Blackboard.com***

#### **Check your grades and/or number of points earned online by following these easy steps:**

1. In the BOT Lab, log onto the Internet, select Online Services, then select **Blackboard**.
2. (Or Log onto the Internet, go to Blackboard at: **bb.gcccd.net**)
3. Click on **Login** button.
4. You will then be asked your **username** and **password**.
5. Your **username** is your **first name, dot, and last name** no spaces (same as the lab).
6. Your **password** is your **birth date** (six digits, same as the lab)
7. Click on the **Login** button.
8. Click to select your course listing.
10. Click on **Tools** button.
11. Click on **My Grades** link
12. You can now view your grade information.

Grade information will be uploaded to **Blackboard** within the first two weeks of the semester. If your information is missing or incorrect, e-mail your Instructor.

Syllabus updates and class announcements may be found in Blackboard throughout the semester.

# BOT Flex Course Offerings for Fall 2009(does not include online classes\*)

BOT#	Subject	Sec#	Instructor	Email
095	Keyboarding Skill Reinforcement	4702	Pat Newman	pat.newman@gcccd.edu
096	Computer Basics for the Office	1048	Diane Woods	diane.woods@gcccd.edu
097	Windows Basics for the Office	1050	Diane Woods	diane.woods@gcccd.edu
100	Basic Keyboarding	1051	Carol Lloyd& Richard Warcholik	richard.warcholik@gcccd.edu carol.lloyd@gcccd.edu
101A♣	Keyboard/Document Processing, Part 1	1052	Pat Newman	pat.newman@gcccd.edu
101B♣	Keyboard/Document Processing, Part 2	1047	Pat Newman	pat.newman@gcccd.edu
102A♣	Intermediate Keybd/Doc Proc I	1053	Terri Smith	terri.smith@gcccd.edu
102B♣	Intermediate Keybd/Doc Proc II	1107	Carol Lloyd	carol.lloyd@gcccd.edu
103A	Building Keyboarding Skill I	1049	Diane Woods	diane.woods@gcccd.edu
103B	Building Keyboarding Skill II	1054	Diane Woods	diane.woods@gcccd.edu
103C	Building Keyboarding Skill III	1084	Diane Woods	diane.woods@gcccd.edu
105	Data Entry Skills	1071	Pat Newman	pat.newman@gcccd.edu
108	Using Calculators to Solve Business Problems	4706	Pat Newman	pat.newman@gcccd.edu
114	Essential Word	1056	Terri Smith	terri.smith@gcccd.edu
115	Essential Excel	1057	Terri Smith	terri.smith@gcccd.edu
116	Essential Access	1094	Patricia Noujaim	patricia.noujaim@gcccd.edu
117	Essential PowerPoint	1058	Mike Waters	cuyamacamike@hotmail.com
120♣	Comprehensive Word I	1059	Mary Watkins	mary.watkins@gcccd.edu
121♣	Comprehensive Word II	1060	Mary Watkins	mary.watkins@gcccd.edu
122♣	Comprehensive Word III	1061	Mary Watkins	mary.watkins@gcccd.edu
123♣	Comprehensive Excel I	1062	Mike Waters	cuyamacamike@hotmail.com
124♣	Comprehensive Excel II	1063	Mike Waters	cuyamacamike@hotmail.com
125♣	Comprehensive Excel III	1064	Mike Waters	cuyamacamike@hotmail.com
126♣	Comprehensive Access I	1095	Richard Warcholik	richard.warcholik@gcccd.edu
127	Comprehensive Access II	1096	Richard Warcholik	richard.warcholik@gcccd.edu
128	Comprehensive Access III	1098	Richard Warcholik	richard.warcholik@gcccd.edu
129	Comprehensive PowerPoint I	1065	DeAnna Louis-Balintec	deanna.louis@gcccd.edu
130	Comprehensive PowerPoint II	1066	DeAnna Louis-Balintec	deanna.louis@gcccd.edu
131	Comprehensive PowerPoint III	1067	DeAnna Louis-Balintec	deanna.louis@gcccd.edu
150	Using Microsoft Publisher	1068	Mike Waters	cuyamacamike@hotmail.com
151♣	Using Microsoft Outlook	1089	Diane Woods	diane.woods@gcccd.edu
201	Advanced Keyboarding/Document Process	4707	Pat Newman	pat.newman@gcccd.edu
298	Internet Basics	1212	Diane Woods	diane.woods@gcccd.edu

Classes also offered on-line. See Lab Aide or Instructor for more information

✎ BOT Online Course Information is available at: [www.cuyamaca.edu/bot/online](http://www.cuyamaca.edu/bot/online) ✎

## REQUIRED HOURS PER WEEK FOR YOUR COURSE (based on enrollment date):

- Please refer to your **course syllabus** for the required hours for each course.
- You must start all your courses within **three weeks** of enrolling in them or you may be dropped.
- You must attend your required weekly hours and make academic progress or you may be dropped from the course.
- **If you are taking more than one BOT Class**, you must attend the total number of required hours for each of your classes.
- You will not receive credit in a course if you miss over a certain number of hours for the semester:
  - 16 Hour- 0.5 Unit Class** : You may not miss more than **2 hours** during the semester (**16 - 2 = 14 Hours Minimum**)
  - 32 Hour- 1.0 - Unit Class** : You may not miss more than **4 hours** during the semester (**32 - 4 = 28 Hours Minimum**)
  - 48 Hour -1.5 -Units Class Except BOT 100**: You may not miss more than **6 hours** during the semester (**48 - 6 = 42 Hours Minimum**)

Start on WEEK BEGINNING	8/24	8/31	9/7	9/14	9/21	9/28	10/5	10/12	10/19	10/26
WEEKS REMAINING	16	15	14	13	12	11	10	9	8	7
MIN HRS/ WEEK (16 Hr. Class)	1.0	1.0	1.0	1.5	1.5	1.5	2.0	2.0	2.0	2.5
MIN HRS/ WEEK (32 Hr. Class)	2.0	2.0	2.0	2.5	2.5	3.0	3.0	3.5	4.0	4.5
MIN HRS/WEEK (48 Hr. Class)	3.0	3.0	3.5	3.5	4.0	4.5	5.0	5.5	6.0	7.0