



Business Technology

FOR & ABOUT BUSINESS TECHNOLOGY SYSTEMS STUDENTS

How to Survive a BCC Computer Class

A SUCCESSFUL IAAP WORKSHOP

New at BTS

BTS 161 SELF ASSESSMENT

Wondering if BTS 161: Software Fundamentals is the right class for you? Take the BTS 161 Self Assessment at http://bellevuecollege.edu/business/bp_bts.html.

BTS GROUP TUTORING EXPANDED

Summer Group Tutoring will include sessions on Monday, Friday & Saturday.

Fall Group Tutoring will include sessions Tuesday & Thursday afternoon, Friday and Saturday day sessions.

More details will be provided in class and on course syllabai.

NEW BTS COURSES OFFERED FALL

BTS 189: Webpage Authoring Tools with Dreamweaver CS3 will be offered in the Fall on campus.

BTS 141: Introduction to PowerPoint will be offered for the first time in class in the Fall.

NIGHT HYBRID COURSES

Starting Fall, night courses will be offered as hybrids which will meet once a week on campus and be delivered online.

BUSINESS SOFTWARE SPECIALIST CERTIFICATE NIGHT HYBRID

The Business Software Specialist certificate will be scheduled hybrid at night for the academic year 08-09. See page 2 for a listing of courses.

Standing room only

greeted the BTS alumni and students who presented the “How to Survive a BCC Computer Class” seminar on Saturday, April 5. This two-hour seminar hosted by the International Association of Administrative Professionals (IAAP) focused on the ins and outs of what students need to know for success in the array of computer courses offered at BCC.

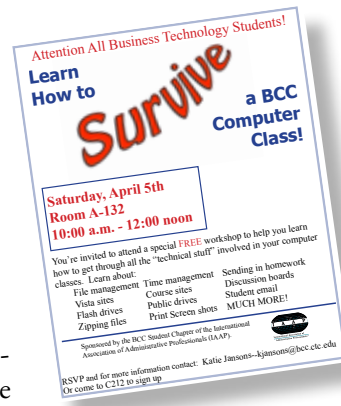
BTS Alumni and IAAP student chapter members took turns sharing tips and experiences. Drinda Twyman related her experience with public drives, the H drive and creating screen shots. Then Betty Ruckhaber shared tips for time management. Holding up her tightly organized bag and tethered flash drives, she clearly demonstrated that low-tech solutions can save a lot of heartache. Katie Janson revealed her ergonomic secrets and the group learned about heated, massaging foot rests that can save posture and prevent back pain. Finally, Christine Reese, IAAP President, shared her tips on

managing files and folders, a lofty task for students new to computers. This was followed by a question and answer session with Marika Reinke, BTS Program Chair, which included topics on zipping files, online courses, and file management.

The IAAP members handed out free flash drives for the first five students to ask questions and for the first 10 students to sign up for the BCC student chapter of IAAP, a professional organization dedicated to networking and professional development. The IAAP recruited 13 new members at the event, including the new leadership officers.

“Thank you for doing this. It is all so overwhelming doing this by yourself,” one student said as she left the session.

Overwhelmed with the successful feedback from the workshop, the IAAP has committed to providing this workshop the first Saturday of every quarter starting Fall 08. Look for flyers for the event in the future!



New BTS Instructors

Jay Hopper: BTS 181-185 Continuous Enrollment, Word 2007 courses

Sam Saunders: BTS 165, Excel 2007 at night and hybrid

Marilee Venegas: BTS 189, Dreamweaver CS3

In this Issue

| | |
|-------------------------------------|---|
| New at BTS | 1 |
| How to Survive a BCC Computer Class | 1 |
| Students Create Business Web Sites | 2 |
| Business Software Specialist | 2 |
| Dear Debi | 3 |
| Projecting a Professional Image | 3 |
| Online, On-Campus or Hybrid? | 4 |

Students Create Business Web Site

BTS 189: WEBPAGE AUTHOING TOOLS WITH DREAMWEAVER CS3

The Business Division website needed a facelift and BTS 189, Dreamweaver course students took on the challenge. The exciting task was used as the final project of four students: Sandy Rylander, Penny DeGraff, Shoko Ando and Sharon Berg. The result was a well designed and easy to navigate site that surpassed the original.



Shoko Ando



Sharon Berg

Janice Grayson Business Division Advisor, and the students' client worked closely with the team to develop the proj-

ect. "The students put a lot of work into this site and were a pleasure to work with. We met regularly and they did their best to organize the information and make it user friendly from the student viewpoint."

We asked Shoko and Sharon to share some thoughts about the project.

What was the best experience about working on this project?

Shoko Ando: The best experience about working on the Business Division website was that I got involved in a real working organization. For me as an international student, it was a great opportunity to work in an actual business place. Through the meetings that we had constantly, I could see how the project went in a real business.

Sharon Berg: Working with a great team. Every team member strove for quality, accuracy and making the deadline. It was one

of the most harmonious and effective teams I've ever been on.

What was the most important thing you learned from creating the site?

Shoko: Constant meetings are very important for group projects. We often emailed each other and had meetings with the Business Division webmaster many times. We could avoid disagreements with the division and we were sure what we were doing during the project.

Sharon: How technically difficult it can be and what my highest and best use is on a website team.

What was the most important thing you learned from the Dreamweaver class?

Shoko: Learning HTML is real fun!

Sharon: That no matter how daunting Dreamweaver may seem at first, that it can be mastered with enough practice and training resources.

Describe the Dreamweaver class in any way that comes to mind.

Shoko: Since I didn't have a lot of knowledge or experience about HTML, I could learn many things. After class, Juan answered lots of questions from students and showed us techniques. I was working on my own website at that time, so his tips helped me a lot and encouraged me to try new knowledge.

Sharon: It was very empowering to know that I could build a website and Juan is a delightful instructor.

The Dreamweaver class (BTS 189, Webpage Authoring Tools) is offered Fall and Spring and emphasizes design, usability and the creation of real business projects for real clients.

Night Hybrid Business Software Specialist Certificate

The following courses will be offered at night as hybrid courses that will meet once a week and delivered online. Taken in sequence these courses can be used to attain the Business Software Specialist Certificate.

FALL 08 NIGHT:

BTS 165: Spreadsheet Applications: *Excel 2007* (offered every quarter at night)

BTS 161: Software Fundamentals: *Windows Vista, Word 2007, Excel 2007, Access 2007* (every quarter)

SPRING 09 NIGHT:

BTS 168: Database Applications: *Access 2007*

BTS 280: Project Management Applications: *Project 2007*

WINTER 09 NIGHT:

BTS 141-143: Presentation Applications: *Powerpoint 2007*

BTS 163: Word Processing: *Word 2007*

BTS 144: Personal Information Manager: *Outlook 2007*

BTS 293: Teaching Technology (offered Winter & Spring)

Dear Debi

Send your questions to Dear Debi at dgriggs@bcc.ctc.edu.



DEBI GRIGGS

has over 30 years training and teaching experience:

Two assignments teaching business classes in Slovakia.

15 years experience teaching classes in Microsoft operating systems and applications.

Co-author of a collection of Access 2002 case studies (Thomson Learning).

Author of an online training program in Organizational Behavior (McGraw-Hill)

Author of numerous instructors' manuals.

Technical editor on numerous Windows and Office textbooks.

Expert reviews of several organizational behavior texts.

Wiley subject expert and faculty mentor in Microsoft Office 2007.

Q. Dear Debi,

Can you recommend a good technical reference book? I prefer printed materials to looking up information on the Internet, and I can't find anything in Help.

A. A good reference book is a personal decision. Some reference books are written to convey concepts, others are step by step textbooks, alternatively others offer CDs with sample files and e-books. Here are some tips on how to find a reference book that will work for you.

One of the best places to start is Books 24x7. The BCC Library Media Center has a subscription at <http://www.bellevuecollege.edu/lmc/periodicals.html>. At Books 24x7 you are using electronic means to look up information in a resource that is available in print. Another option is to go to a bookstore and grab several books to peruse.

Use the following guidelines to help you decide.

1. Evaluate each application and book separately.
2. Use your notebook or PC and reference the application as you search Books 24x7 or the bookstore.
3. Think of one or two simple concepts and two or three harder ones for which you already know the answer.
4. Look up the concepts in the reference books: are they clearly explained and easy to understand?
5. Think of a couple of concepts that you are struggling with.
6. Try to follow the steps in the book or apply the explanations.
7. Are you able to resolve your confusion from the information?

If you find you prefer the material in one book more than the others, that is the book you should buy. If you find that you like different sections in different books, don't buy any and use Books 24x7.

Projecting a Professional Image

Much is said about the word "Professionalism" but few know how to define it. A professional is dedicated to high standards and ideals, honorable values, and continuous self-improvement. Jim Ball, author of *Professionalism Is for Everyone*, states "When you are a true professional, you will always be able to look in the mirror and say: 'I like who I see; I like what I am; I am proud of what I stand for.'"

Most importantly, professionalism involves doing what's right. Being ethical, fair, and kind towards others is always right. One's character, attitude, commitment to excellence, competency, and personal conduct is what professionalism is all about.

How one looks and acts gives an impression to others. Here are some practical ideas from Jim Ball on projecting a professional image:

- Pay attention to grooming, dress, and actions daily.
- Adopt good personal hygiene habits.
- Keep hair combed and fingernails clean and trimmed.
- Stand up tall and walk upright.
- Avoid exposed body piercings and tattoos.
- Eliminate clutter and keep a neat and tidy work area.
- Wear clean, conservative clothes, appropriate for the work environment.
- Smile.

Being a professional is a conscious choice. Everyone needs training and reminding in order to make a commitment to do the best they can do in all aspects of one's job, relationships with others, and personal development. This helps assure self-esteem, success, and happiness.

Online, On-Campus or Hybrid?

Online Courses

The popularity of online classes continues to grow. Most classes today have an online component; e.g., materials posted on a Share-Point network drive, online companion site, complete online class, etc. It is now rare for students not to experience an online element in their educational careers.



Suzanne Marks

I teach primarily online classes. I love them! Students tell me that they choose online classes primarily for the flexibility of 24/7 access as well as savings on transportation costs. I have a student in my Excel class this quarter who will be on vacation in Maui. She plans to take her laptop and do Excel at the beach! Now that's flexibility!

Online classes provide a learning opportunity for students who would otherwise not be able to attend on-campus courses. Many of my students have a full time job and a full set of family duties.

Online classes build community through discussion boards, chat sessions and email. Many online classes begin with a getting acquainted discussion board question so students get to know one another. They then feel comfortable posting questions if they need assistance. BTS also supports its online students with group tutoring sessions on campus and instructor office hours.

How do you know if an online class is for you? Distance Education has a self-guided test at <http://distance-ed.bcc.ctc.edu/webassess/> or enroll in BTS 095, Introduction to Online Learning to start.

On-Campus

I am very happy to be teaching classes at BCC, and here's why:



Mary R Corcoran

OUR STUDENTS

Meeting and getting to know my students face-to-face is great! I am so impressed with the smart, respectful, hardworking people I've met. Each quarter we visit Google Earth and I am thrilled to find students from all over the world. We discuss our different cultures and languages and celebrate the diversity our eclectic perspectives. It's amazing to see how people from different countries perceive art, color, and even math in a unique cultural perspective.

During class we share information about job interviews, tough business situations, ideas about software and accounting discoveries, and our hopes and dreams for future careers. Each class becomes a caring community, and we all help each other with technical skills and advice.

OUR TEACHING ASSISTANTS

In on-campus classes we have dedicated, talented Teaching Assistants. These kind and patient advanced students are the first to respond to questions while I'm lecturing or demonstrating skills in class, and they are available to help during homework times.

OUR CAMPUS

BCC's campus life is exciting and supportive to students who take classes on campus. The assisted labs have knowledgeable tutors, the library has an excellent selection of support information, and the networking opportunities within many professions are plentiful.

Hybrid Courses

Hybrid courses offer the benefits of both online and on-campus courses. They combine the opportunity to spend time with an instructor and the flexibility of online learning. The benefits are many:



Lyn Kilpatrick

- Students enjoy the increased comfort level of an online learning environment as well as a "live" support mechanism.
- Experience with a hybrid class will enable students to have the skill set to successfully complete a totally online class.
- Students explore how to communicate effectively in an online environment.
- Students learn to support each other's learning on discussion boards and in class.
- Students share tips and techniques for learning online and in class.
- Students expand their learning options.
- Class information is available 24/7.
- Students have convenience and flexibility.
- Students gain time management skills.
- Businesses use online courses for in-house employee training. Hybrid classes prepare students for this training approach.