



Business Technology

FOR & ABOUT BUSINESS TECHNOLOGY SYSTEMS STUDENTS

BTS Office 2007 & Windows Vista Courses

New at BTS

ONLINE DEGREE & CERTIFICATES

Two certificates can now be completed online: Office Manager Associates Degree and the Administrative Assistant Certificate. Starting this year, the following courses will be offered online: BTS 250 Office Administration in the Fall & BTS 186 Introduction to Desktop Publishing in the Spring.

TECH LAB COURSES ONLINE

The Tech Lab 1-credit continuous enrollment courses can now be taken completely online starting Winter 08. To get lab support for these courses from an instructor and tutors enroll in BTS 095 TL. For more information see page 2.

BTS 280 ONLINE WINTER 08

By popular demand, BTS 280, Project Management Applications will be offered online this Winter 08 for the first time.

ADOBE CREATIVE SUITE 3

Starting Winter 08 all BTS classes using Adobe software (InDesign, Illustrator, Dreamweaver and PhotoShop) will use the newest version, Creative Suite -3. For Winter, BTS 187: Advanced Desktop Publishing using InDesign or BTS 110 for a short introduction to Dreamweaver. Spring classes using this software include BTS 188: Digital Images for Print and Web with PhotoShop and BTS 189: Web Authoring Tools with Dreamweaver.

“How do I Print?” This may be the most frequently asked question on campus computer labs now that Bellevue Community College has made the momentous move to upgrade to Microsoft Office 2007 and Windows Vista operating system. The move is significant because the programs and operating system are diversions from the classic Microsoft look and feel. This leaves seasoned users feeling a little lost, confused and asking questions such as “Where is Save?”

The new Office 2007 interface has no File menu. Print and Save are located under an Office Orb in the upper left hand corner of programs that also contains common commands like New and Open. In fact, menus have disappeared from the Office 2007 structure altogether and in their place stand *ribbons* and *groups*. Windows Vista is sleek, pretty and exploring folders includes moving horizontally, using drop lists and sifting through icons with various views. This update challenges us to relearn and rethink how to work. Luckily, BTS faculty Debi Griggs has some tips and tricks in her quarterly column *Dear Debi* on page 3.

What is the benefit of learning Office 2007 and Windows Vista? Employers are enthusiastic to hire people with updated skills. As companies purchase new computers loaded with Office 2007 and Windows Vista, they look for people who know how to use it well and have the skills to teach others. Take the time to learn the differences, navigate efficiently and develop best practices that will save you time and help gain employment.

Business Technology System (BTS) courses are available to help students gain mastery. Starting Winter, all BTS courses will use Office 2007 software on Windows Vista operating system. The following courses help students prepare:

- BTS 296: Transitioning to Office 2007, Special Topics in Business Technology Systems, is an online two credit course designed to introduce new features of Office 2007 to users of earlier versions.
- BTS 173: Windows Basics and BTS 174: File & Disk Management, one credit courses that introduce Windows Vista online and in the BTS Technology Lab. To learn more about the Tech Lab see page 2, *BTS Tech Lab*.

The IAAP
BCC Student Chapter Presents:

Introduction to Project Management Principles

presented by Debi Griggs

Wed, Dec 5th at 4:30 - 6:15 PM
A132, BCC Main Campus

Everyone Welcome!

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BTS Tech Lab Support ♦ Flexibility ♦ Training

Starting Winter, the flexible, one credit courses offered in the Tech Lab will be restructured to provide more options for students. There are now two components to the New BTS Technology Lab that can be taken together or separately and are led by faculty member Lyn Kilpatrick:



18 One Credit Classes Flexible, Continuous Enrollment, Online

The courses cover Microsoft Word (BTS 181-185), Excel (BTS 151-155), PowerPoint (BTS 141-143), Keyboarding (BTS 105 - 107) and Windows (BTS 173-174). Students can pick and choose the courses they want or need. The computer classes are self-paced, which gives the student the flexibility to study independently. See <http://bellevuecollege.edu/btstechlab/> or the Winter schedule for more information about courses.

These online courses allow students to work at their own pace, which gives them an opportunity to work on skills they want to improve. One student commented, "The self-paced class works with my schedule, the text is excellent, the online instructions and syllabus are clear, and the instructor kept us up to date through announcements."

BTS 095 TL: Introduction to Online Learning and Open Lab

Those who want additional one-on-one support can enroll in BTS 095 TL: Introduction to Online Learning, an open lab from 1:30 – 4:30 on Tuesday and Thursday

in A133. This course helps students to navigate, communicate and troubleshoot online courses at BCC. After registering, a student can drop in any time for a one-on-one orientation.

BTS 095 TL offers students a quiet place to work, as well as an opportunity to meet other students taking their class. Students can work together on their class material and help each other with their learning.

"I liked being able to go to the lab and get help. It's a great working environment. It's very well organized and Lyn tries to make everyone feel welcome!" states one student.

Students can check in and ensure they are on track with their online class and get needed help. BTS 095 TL offers the best of both worlds: individualized classroom learning and independent, flexible online learning. By being able to personally check in and obtain help from an instructor, students are assured that they're on the right path to successfully complete the course.

Helpful Checklist for Preparing Resumes

As you prepare a resume, consider your words carefully, maximize readability and use the following checklist to increase the resume's effectiveness.

1. Omit the personal pronoun "I."
2. Use phrases or short statements, not sentences.
3. Do not inflate the truth.
4. Use strong action words that describe your skills. Avoid "assisted" and "participated" that don't say precisely what you did; instead, use expressive words: accomplished, coordinated, compiled, developed, initiated, processed, produced, solved, streamlined, trained, upgraded.
5. Describe what results you've achieved, not just your responsibilities; for example, "supervised market research projects . . ." and "created training materials for employee handbooks."
6. Maximize readability with a simple structure, bullets, and white space.
7. Use parallel structure for similar items. If a period ends an item, use periods on all items. If one heading is bold, use boldface for all headings.
8. Use no more than two fonts.
9. Print on one side of the paper. Use white or cream paper and a good-quality printer.
10. Proofread for errors in spelling, grammar, and punctuation; some hiring managers won't interview candidates whose resumes have even one mechanical error.
11. Ask a friend to read your resume. Proofread one more time.

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 on-line 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.

Dear Debi,

You've been using Windows Vista for a while now. What do you like best?

One of my favorite new features is Start Search. When you open the Start menu, your cursor will appear in the Start Search box. To find a program, favorite, file, or email message quickly, type the appropriate keyword, application name or file you want to find in the Start Search box.

For example, if you want to open Microsoft Office Word 2007 key "word" in the Start Search box. A list of programs, favorites and history, files, and communications will appear in the start menu. If Word is one of the programs you use regularly, it will likely be the top of the list. If it is at the top the list, simply press your enter key to launch the program. If the program, favorite, file, or e-mail message you want to open is not at the top of the list, just double-click the name. If you have as many programs, files, folders, and messages on your PC as I do, I think you will find this method much faster than searching your Start Menu, folders, and inbox separately.

Dear Debi,

Why are there breadcrumbs in Windows Vista?

Breadcrumbs may seem like a silly thing to have in an operating system, but navigation in the new Microsoft Windows Vista operating system is sometimes called "following the breadcrumbs." From the Start Menu double-click the Computer icon to open Windows Explorer. Look at the address bar at the top of the window. You will see names, arrows, and sometimes a chevron (<<). When you see the chevron at the far left of the path in the address bar, it simply means the whole path is too long to display in the box.

Navigate to your Documents folder in your user folder on your computer and look at the path in the address bar. You will probably see an arrow in front of your name and arrow in back of your name and the name Documents in the address bar. The arrows represent the breadcrumbs that you follow back to higher levels within the operating system folder hierarchy.

Click the arrow behind the word Documents. You will see a list of all the folders that are inside the Documents folder. To go to a subfolder select it from the list. Click the arrow between your username and the word Documents. You will see a list of all the folders that are available at the same level as your Documents folder inside your user folder. Note that Downloads, Favorites, Music, Pictures, and Videos no longer begin with My and are all located at the same level as Documents instead of inside your documents folder as they were in Windows XP.

Spotlight on Tutors



Kelli McIntyre



Drinda Twyman

This Fall, two BTS graduates run the Friday Group Tutoring Lab in A132 from 9:30 to 3:30, Kelli McIntyre and Drinda Twyman. Also Teaching Assistants and previous BTS 293 Teaching Technology students, these two offer their technology and teaching skills to many grateful BTS students. We asked the team a few questions to shed light on their rewarding tutoring experiences.

Why and how did you decide to get involved in BTS Teaching Assistant opportunities and tutoring?

Kelli McIntyre: The why - It's a beneficial addition to a portfolio. I have a breadth of knowledge and foresee that I would like to teach as I progress in age.

Drinda Twyman: When I discovered that I would have the opportunity to take BTS 293 as an elective for my degree, I signed up for the class. I have always had a love of teaching.

What benefits did the BTS 293 course provide you?

KM: The opportunity to sit in the classroom and focus on the observation of the teacher/student communication and begin to identify the types of problems that students have with computer use classes. The experience (or torture) of instructing one full class session. Since I was a TA in a hybrid class, it also gave me the opportunity to experience Blackboard Vista from the instructor's view.

DT: I found the textbook that we read for BTS 293 was very helpful - I

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think it was called "How to Teach Adults" – because it had some valuable information about the issues that returning students might have. We were able to talk to our instructor and get advice when we needed suggestions for how to handle situations in the classroom that we were unsure about. We discussed what worked well in the classroom and what didn't. Also, we had the practice of preparing for and giving a presentation to the class.

How has TAing and tutoring benefited you?

KM: Practice in identifying flaws in communication when they occur. In helping others explore the software to solve problems, I also explore unknown realms of that software and so learn more about that software.

DT: It has allowed me to practice and reinforce the skills that I have learned as a student. It has given me a tremendous feeling of satisfaction by being able to help students.

Describe your experience as a TA using three adjectives.

KM: Observational; buoyant; interpretational

DT: Rewarding, adventurous, and exhilarating.

Would you recommend being a TA or Tutor to other students? Why?

DT: I would highly recommend being a TA or Tutor to anyone who enjoys helping other students learn. It is an excellent opportunity to get to know other people on campus and make lots of friends, too.

BTS 293 provides knowledge and practical experience for teaching assistants (TA) who teach adult learners in a computer-based environment. The 7 seminars and the practical experience in their assigned technology course increase the TA's personal growth and self-confidence. Students learn how adults learn, how to prepare to teach, teaching techniques and how to present in front of a class.

BTS Faculty

Our team of very talented full time and adjunct faculty. Please contact us with any questions about the BTS program, advising or this newsletter.



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