

SYLLABUS:
BTS 161 BUSINESS SOFTWARE
ESSENTIALS

2017 Fall, 5 credits



INSTRUCTORS

Keith Rowley

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 KEITH:

- **Canvas Inbox Messages:** this is the best way to contact me. When in Canvas, click "Inbox" on the left.
- **Bellevue College email:** If for some reason you cannot reach me using Canvas Inbox, my email address is keith.rowley@bellevuecollege.edu. Please ensure that "BTS 161" is in the Subject line.
I check email daily, but usually not on weekends.
- **Phone (office):** (425) 564-5708. Leave a voicemail if I don't answer.
- **Phone (IBIT Division):** (425) 564-2311. In case of emergency.
- **Office hours:** Thursdays, 3:30-4:30pm, in A254 (ask for me at the front desk, and I will come out to greet you). Come see me!

Marie Brissette

MY GOAL: To support students in reaching their learning goals in this class, with help on study skills, language skills and general business skills, and having fun along the way.

REACHING ME:

- **Canvas Inbox Messages:** this is the best way to contact me. When in Canvas, click "Inbox" on the left.
- **Bellevue College email:** If for some reason you cannot reach me using Canvas Inbox, my email address is marie.brissette@bellevuecollege.edu Please use "BTS 161" in the Subject line.
I check email daily, but usually not on weekends.
- **Phone (office):** (425) 564-2436. Leave a voicemail if I don't answer.

- **Phone (Arts and Humanities Division):** (425) 564-2341. In case of emergency.
- **Office hours:** Tue 10:00 am - 12:00 pm, Thu 4:30-5:30pm, and Fri 9:00 – 11:00 am in R130T.

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 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 changes 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: Mondays & Wednesdays 12:30 pm – 2:40 pm

COURSE DESCRIPTION

BTS 161 BUSINESS SOFTWARE ESSENTIALS introduces personal computer and business software in a Windows based environment. Includes file management strategies, personal computing tools, internet navigation, effective business document design, spreadsheet analysis and design, and a survey of fundamental software used in a typical business environment. Projects include design and creation of a file management plan, and fundamental interactive spreadsheets.

Recommended Prerequisites: BTS 101 or 104 or equivalent keyboarding experience.

COURSE OUTCOMES

By the end of this course you should be able to:

CONTENT COURSE OUTCOMES

- Identify and select the appropriate software tool to solve business problems and achieve needs.
- Navigate the web and utilize online communication and collaboration tools to research and solve problems.
- Create and manage files in a Windows environment.

- Apply strategies to create an efficient work flow while working with computers and software.
- Understand and identify the various basic components of a computer system.
- Define general word processing, spreadsheet, and other common concepts and terminology.
- Publish documents to print, electronic and online mediums.
- Design, create and format a variety of business documents, including business letters, newsletters, business correspondence, business plans, flyers, spreadsheets, presentations, budgets, charts, and database reports and tracking.
- Research resources to solve problems independently

COLLEGE AND CAREER READINESS STANDARDS

- Identify information presented in different media or formats, including printed and etexts, windows, menus, icons, dialog boxes, etc., as well as words to develop a coherent understanding of business software and its uses.
- Follow precisely a complex multistep procedure when performing technical tasks, attending to special cases or exceptions defined in the text.
- Conduct short as well as more sustained research projects to answer a question (including a self-generated question) or solve a problem; narrow or broaden the inquiry when appropriate; synthesize multiple sources on the subject, demonstrating understanding of the subject under investigation.
- Analyze how a particular file, folder or drive fit into the overall organizational structure of a file management system.
- Integrate information presented in different media or formats as well as in words to develop a coherent understanding of a topic or issue.
- Acquire and use accurately level-appropriate general academic and domain-specific words and phrases; gather vocabulary knowledge when considering a word or phrase important to comprehension or expression.
- Determine or clarify the meaning of unknown and multiple-meaning words and phrases, choosing flexibly from a range of strategies.
- Demonstrate command of the conventions of standard English grammar and usage when writing or speaking.
- Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing.

A SUMMARY OF I-BEST

This section of BTS 161 BUSINESS SOFTWARE ESSENTIALS 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 (Keith Rowley) and a basic skills instructor (Marie Brissette). 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 Microsoft Outlook 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 Marie after class or during her office hours.

ASSIGNMENTS & GRADING

We will use a combination of research, exercises, and freeform explorations. Your grade will be based on points earned for each of these assignments:

Assignment	Points	Quantity	Total
Assignments (your computer):	19 160	5	162
Discussions (Canvas):	5 25	8	141
Chapter Projects A & B (your computer):	11 20	14	206
End-of-Chapter Quizzes (MyITLab):	25	7	175
Grader Projects (MyITLab & your computer):	30	5	150
End-of-Chapter Projects K (your computer):	40	5	200
Final Exam (your computer):	150	1	150
Attendance & Participation (class):	5	21	105
Simulation Trainings (MyITLab) (extra credit):	171	14	98.5
Total		45	1289

COURSE COMPONENT DESCRIPTIONS

DISCUSSIONS (CANVAS)

Each week, you will be asked to respond to a simple prompt on our class Canvas site discussion boards. Most Discussions are personal and subjective, and many help us judge how we are progressing in the class. Do your best to answer these prompts fully and in your own words, as they will be graded.

CHAPTER PROJECTS A & B (TEXTBOOK)

These are the main projects in each chapter of our textbook. They will teach you how to use the software that we are studying in this class, and thus they are the single largest number of points used to calculate your final grade.

You will complete them on your own, reading the textbook chapters, and using the software on your computer (mainly Microsoft Office).

There are A and B projects for each chapter in our textbook.

GRADER PROJECTS (MYITLAB)

These are assignments from MyITLab. You will download the instructions from MyITLab, follow the instructions by working in Microsoft Word, Excel, and PowerPoint and upload your file to MyITLab for automatic and immediate grading. You may submit your file as many times as you wish, and only the highest score will count.

When we study Microsoft Word, Excel, and PowerPoint, we may work on the Grader Projects in class; however, we may not finish them in class. If not, you must complete them on your own, using the software on your computer (Microsoft Office and MyITLab).

There is one Grader Project for each Word, Excel, and PowerPoint chapter.

Skills covered in the Grader Projects are the skills covered in both Projects A and B for each chapter.

K PROJECTS

End-of-Chapter Projects K are the most important way for us to know how well you are learning to use the software. They are open-ended, hands-on projects that you do in Word, Excel, or PowerPoint, and they assess not only how well you have learned the material covered in class and in the eText/textbook, but also how you can use Microsoft Office to solve real-world problems.

There is one K Project for each Word, Excel, and PowerPoint chapter.

Skills covered in Projects K are the skills covered in both Projects A and B for each chapter.

END-OF-CHAPTER QUIZZES (MYITLAB)

You will take an “End-of-Chapter Quiz” for each textbook chapter. Questions are taken from the eText/textbook, but the test you take will be in MyITLab. You may take the quiz as many times as you like, and MyITLab will keep the highest score.

FINAL EXAM

The Final Exam will consist of open-ended, hands-on projects that you will complete in Microsoft Windows, Office, and Canvas. It will be comprehensive.

It will be a take-home test, so you may use your textbook, eText, notes, videos, the internet, YouTube, etc.; however, **you must work alone.**

ATTENDANCE/PARTICIPATION

For each class you attend, get accounted for, and participate in, you earn 5 points. In order to earn the full 5 points, you must not only show up in class, but also be counted by the instructor, and actively participate. Tardiness (showing up late) earns 3 points. In order to earn the full 5 points, you must not only show up in class, but also be counted by the instructor, and actively participate.

If you believe you have a good reason for missing a class or being tardy, please contact instructor(s) AS SOON AS POSSIBLE. If you believe you will have to turn in work late, it is best if you contact the instructor(s) BEFORE the class you miss, if possible. If this is your concern, you may call or talk to us in person, but it is best to **message instructor(s) in Canvas.** Keith WILL forget, and Canvas leaves a traceable trail.

SIMULATIONS (MYITLAB)

You may choose to do “Simulations” in MyITLab. They are web-based, HTML5 simulations of Word, Excel, and PowerPoint, which will train you how to use the software. Like a tutor, the computer leads you step-by-step through the various features, tools, and commands of Microsoft Word, Excel, and PowerPoint. It will be important for you to take your time with these Simulations—they are slow to respond sometimes. Read every instruction carefully and follow them closely, including spelling and grammar.

These assignments are optional extra credit. You may take them as many times as you like, and MyITLab will keep the highest score.

EXTRA CREDIT

Designed to help you learn new skills or expand on the ones you have already learned in class, extra credit will vary from class to class. Instructor will inform you of extra credit opportunities.

ASSIGNMENTS

This category covers a variety of projects that are not covered in the other categories.

LATE WORK

Late work will NOT be accepted in this course. If you believe you have a valid reason for turning in work late like illness or emergency, please contact us **AS SOON AS POSSIBLE**. If you believe you will have to turn in work late, it is best if you contact the instructor(s) **BEFORE** the due date if possible. If this is your concern, you may call or talk to us in person, but it is best to **message us BOTH in Canvas:** Keith WILL forget, and Canvas leaves a traceable trail.

GRADES

Everyone in our class starts the term with an A. The challenge is to maintain that A by attending class, studying, and completing assignments. Instructors are allowed to issue an A to everyone in the class if appropriate, and that is our goal. Grades will be assigned at the end of the term by dividing the number of points you've earned by the total number of points possible.

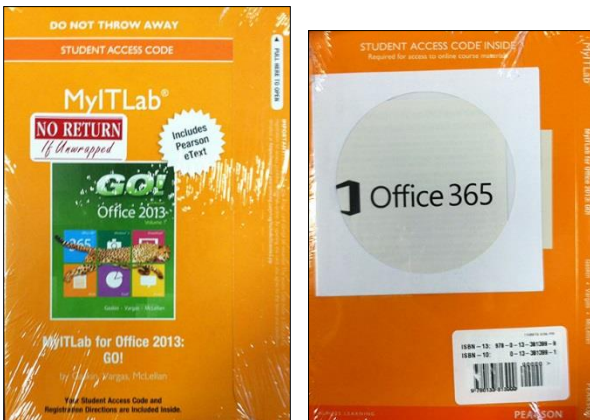
The College Grading Policy is explained in the current Course Catalog and can also be found at this link: [Grading Policy](#)

% 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

Your grades will be posted regularly on our class Canvas site. Please check your points regularly and notify the instructor if any corrections are needed.

COURSE MATERIALS



MyITLab Access Code:

MyITLab and eText

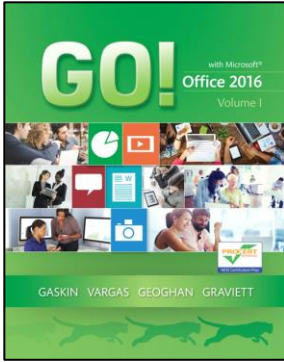
Author: Pearson

ISBN: 9780134497914

NOTE: MyITLab is an online learning system that will help you learn how to use Microsoft Office. You may purchase an **access code** at the BC Bookstore, or, easier and cheaper, directly from MyITLab.

This gives you 12 months access to MyITLab and all Pearson GO! Series eTextbooks. The MyITLab code is good for all BTS classes that use MyITLab—BTS 147 (PowerPoint), 161 (Software Essentials), 163 (Word) 165 (Excel), 168 (Access), 265 (Advanced Excel) and 268 (Advanced Access) for 12 months. Once you purchase the MyITLab access code for one class, the MyITLab access code will work for another BTS class that uses MyITLab—within 12 months.

When you purchase your access code for MyITLab, you will also get an electronic version of the **GO!** *with Microsoft Office 2016 Volume 1* text—called an “**eText.**” You will access this version via computer or tablet such as an iPad or Microsoft Surface.



Optional Printed Textbook:

NOTE: If you wish, you may acquire a printed version of the textbook. There are two choices available for purchase (which you get to keep, write in, etc.), plus two choices for free (which you borrow and must return, thus you can't write in).

PURCHASE/KEEP OPTIONS:

1. Print Offer for GO! with Office 2016 (black-and-white, loose-leaf 3-hole punch version)
ISBN-13: 978-0-13-444155-9
Pearson sells a black-and-white, loose-leaf, 3-hole punched version for \$35.00. This is a special deal only available to Bellevue College students, and it is only [available via Pearson Publishing online by clicking here](#). If you choose this version of the printed textbook, you will need to put it in a big 3-ring binder.
2. You may also choose to purchase the regular, full-color spiral-bound textbook. It can be special-ordered through the BC Bookstore, or you can find it at Amazon or other booksellers:
GO! with Microsoft Office 2016, Volume 1 (full-color, spiral-bound version)
Author: Gaskin, Vargas, Geoghan & Graviett
ISBN: 9780133142662

BORROW/RETURN/FREE OPTIONS:

1. Print one page at a time from within eText to a printer.
2. Several copies of the textbook are on reserve in the LMC.



INTERNET AND CANVAS ACCESS:

Besides MyITLab and the textbook, most course material is located on our class website, on CANVAS, 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**.



WINDOWS 10:

We will study one chapter of Windows 10. Many of the computers on campus run the Windows 10 operating system.



MICROSOFT OFFICE 2016:

You must use the Windows version of Office 2016 for this class. Files created with other versions of Word, Excel, and PowerPoint (including the Mac version of Office) may have problems; we will not make exceptions when grading these files.

Available for use in the open lab, Room N250, and any other student-accessible computer on campus.

Also, Bellevue College now has Office 365, which allows students to download and install the full version of Microsoft Office onto their own personal computers. So... DO IT!



STORAGE:

USB flash (or "thumb") drive, 2GB minimum recommended. Available at the college bookstore, Target, Staples, Best Buy, etc., or try Amazon.com.

You may also use a cloud-based storage service, such as your Bellevue College OneDrive for Business, your personal OneDrive, Dropbox, or Google Drive.

TUTORING

BTS TUTORED 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 for this class. Contact the instructor for specific help.

BTS Tutored Lab Schedule:

Day	Location	Time
Tuesday	A132	3:20 - 5:15pm
Thursday	A132	3:20 - 5:15pm
Friday	A132	11:00am - 4:00pm
Saturday	A132	11:00am - 4:00pm

ONLINE TUTORING

BC's Academic Success Center provides one-on-one "eTutoring," in which you can get help from a tutor online. You can share your screen with them and talk with them either via text chat or via voice (if you have a microphone).

Access eTutoring here:

<https://www.etutoring.org/login.cfm?institutionid=249>

HELP WITH CANVAS

Students can find help with Canvas by following the link here: [Student Canvas Help](#)

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 we 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, **we do not give points for late work.** 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 us regarding an adjustment to the schedule, and if this occurs we are 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.

ACCESSIBILITY

The online elements of this course are designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

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.

[Affirmation of Inclusion](https://www.bellevuecollege.edu/inclusion/) (https://www.bellevuecollege.edu/inclusion/)

RELIGIOUS HOLIDAYS

Students who expect to miss classes, examinations, or any other assignments because 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.

[Policy 2950 Accommodations for Reasons of Faith or Conscience](http://www.bellevuecollege.edu/policies/id-2950p-2/) (http://www.bellevuecollege.edu/policies/id-2950p-2/).

COLLEGE ANTI-DISCRIMINATION STATEMENT

Bellevue College does not discriminate on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; or veteran status in educational programs and activities which it operates. Bellevue College is prohibited from discriminating in such a manner by college policy and by state and federal law. All college personnel and persons, vendors, and organizations with whom the college does business are required to comply with applicable federal and state statutes and regulations designed to promote affirmative action and equal opportunity.

[Equal Opportunity](http://www.bellevuecollege.edu/equal/) (http://www.bellevuecollege.edu/equal/)

CONFIDENTIALITY AND MANDATORY REPORTING

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life

experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share with the Title IX Coordinator any and all information regarding sexual assault and other forms of sexual misconduct (e.g. dating violence, domestic violence, stalking) that may have occurred on campus or that impacts someone on campus. Students may speak to someone confidentially by contacting the BC Counseling Center at (425) 564-2212. The Title IX Office can be contacted at 425-564-2641 and more information can be found at [Title IX](http://www.bellevuecollege.edu/titleix/) (<http://www.bellevuecollege.edu/titleix/>).

If you have any concerns, you may report to: [Report Concerns](https://www.bellevuecollege.edu/reportconcerns/) (<https://www.bellevuecollege.edu/reportconcerns/>).

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 we find that you have acted in what we 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/>

CHECK YOUR MAJOR

Please verify that your major is filed correctly, at the college's Online Services site: <http://www.bellevuecollege.edu/services/change-major-form/>

STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY

Any act of academic dishonesty, including cheating, plagiarism (using the ideas or words of another as one's own without crediting the source), and fabrication 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: [Student Code](#)

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

See "Important Links" [page online](#) for more information about BC E-mail, access to MyBC, the Disability Resource Center (DRC), Public Safety, the Academic Calendar, the Academic Success Center, and more.

FINAL EXAM SCHEDULE

- Our Final Exam will be a take-home test

You can view the full final exam schedule here:

<http://www.bellevuecollege.edu/courses/exams/>

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.