Renton Technical College
Commercial Building and Industrial Engineering
Computer Fundamentals (Fall 2011)

General classroom expectations

<u>**I expect students to**</u>:

- be on time and ready to work

    o start of class and when returning from breaks

- be ready to participate in class discussions and activities

    o reading assignments are completed before class, so we can discuss the material & answer questions

    o questions? → ask

- be organized – to have their "stuff" ready to work. Some ideas:

    o binder for handouts

    o organize information by topic (use index tabs)

    o calendar for assignments

    o If organization is a challenge for you → ask for help (early)

- complete homework assignments on time

- attend every class

- be responsible for getting information about anything they missed due to absence or tardiness

    o ask another student

    o check "Assignments & Handouts" web page

    o ask instructor (student, not the instructor is responsible)

- leave the classroom & lab clean and neat

    o No food or beverages

- manage your own electronic devices (cell phones, etc.) in a manner that does not disrupt the class—students or instructors

- tell me—at the beginning of the course—about any special accommodations they may need (e.g. hearing, vision, mobility, schedule, other life "stuff" that may affect their ability to do the class work)

> **Respect**
> - for classmates
> - for instructors
> - for facilities and equipment

Special considerations for this computer course

➢ We have different levels of experience, knowledge, and skills related to computers.

➢ All of us can learn more.

➢ All of us have something to contribute to the class.

➢ No matter what your skill level is now, you can leave here with a higher level of knowledge and skills. . . . It's up to you.

➢ It takes effort, time, patience, and practice—more for some than others—but it still applies to all of us.

<u>Note about practice</u>:

We will have assignments using the textbooks and other resources.

Sometimes it may be easy to skim through it, thinking, "Oh, I know this. That's easy.

I've done that before." — especially for those with some computer use background.

But you should practice.

▪ So you are comfortable doing the task.

▪ So you will retain more—and be a more valuable employee.

▪ And, because that task might be part of a Skill Test.

<u>I expect students to:</u>

- check their email at least once a day (M-F)
  - o We are practicing **business communication**.
  - o There will be "email assignments"—which are instructions/assignments that will come to you in email.
- manage their own account usernames and passwords (email, Quia, wiki, etc.)
- help each other build their computer knowledge, skills, and comfort level
  - o "No hands" rule
- follow all the RTC IT resource policies