## **BCAP 1200 COURSE OUTLINE QUIZ**

- Do this quiz by yourself or with a partner
- Use the COURSE OUTLINE on D2L or use the paper course outline given to you
- Write down your answers on this paper -- You will need these answers for the online quiz
- If you are working with a partner, both students must complete the online quiz in D2L

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By what name will you call your instructor:						
Is it professional and appropriate for a student to regularly arrive 5-15min late? a. Yes b. No						
A student can arrive late times (number) with no penalty. The next time this student arrives late a penalty of% will apply each time.						
If a student is absent for class, or steps out during lecture to use the washroom or talk on the phone, how can that student catch up what they missed?  a. Make an appointment to see the instructor so she can repeat the entire lecture just for you b. Get notes from another student, Google what you don't understand, catch up on your own						
If a student is hungry and wants to eat while lecture is going-on, what should the student do?  a. Stay hungry  b. Eat at the table near the classroom door when you are finished eating, return to your seat						
PAGE 3 CLASSROOM CONDUCT						
A student is sitting in lecture and their cell shows an urgent in-coming call. The student needs to answer.  What must this student do?  a. Talk on the phone while in class  b. Leave the room and talk out in the hallway Return to class when you are finished						
Write down 2 things that will help a student to do well in BCAP 1200:  1.						
2.						
Write down 2 places a student can go to learn how to take notes properly:  1.  2.						
Write down 2 things a student can do for homework after each class:  1.						
2.						

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BCAF 1200 COURSE OUTLINE QUIZ						
If a student uses class time to watch YouTube videos, is it appropriate to ask the instructor for extra help because that student now feels lost and confused with course work?  a. Yes  b. No						
Which email inbox must BCAP 1200 students check? a. myLangara email b. D2L email						
Is it professional to use the words "wanna, gonna and shit" when communicating with instructors?  a. Yes  b. No						
PAGE 4 TEXTBOOK						
Is it absolutely necessary to buy a textbook for this course? a. Yes b. No						
Where in the library are computer books found? (floor) (section)						
PAGE 4 FINAL EXAM						
Final exams are from to (write the dates)						
Is it necessary for a student to write the final exam in order to pass the course? b. Yes b. No						
Can the final exam be rescheduled so the student can attend a wedding?  a. Yes  b. No						
PAGE 5 – GRADE ALLOCATION						
There are (number) ASSIGNMENTS worth% each.						
There are (number) QUIZZES worth % each.						
The CONCEPTS midterm is worth%.						
The EXCEL, WORD and ACCESS midterms are worth% each.						
The FINAL EXAM is worth%.						
PAGE 5 – DESIRE TO LEARN (D2L)						
Where on D2L can the student find MESSAGES AND REMINDERS from the instructor?						
Where on D2L can the student find TEST SCORES?						
Where on D2L can the student find QUIZZES?						

PAGE 6 – ASSIGNMENTS AND QUIZZES						
If the student forgets to submit an ASSIGNMENT, is it possible to submit it late? a. Yes b. No						
If the student forgets to do QUIZ, is it possible to do a make-up quiz? a. Yes b. No						
How much time is given to complete the CONCEPTS midterm? minutes						
How much time is given to complete the EXCEL, WORD, and ACCESS midterms? minutes						
What is the penalty for submitting a midterm late?% deduction.						
PAGE 7 – ASSIGNMENTS AND QUIZZES						
If a student scores poorly on a midterm, does that student get to do a re-write later on? a. Yes b. No						
If a student submits the wrong document on a midterm, can they make another submission later on? a. Yes b. No						
On the day of a midterm, if a student is not well and is not able to come to school, what must student do?  a. Go back to sleep b. Email or phone the instructor						
When a student arrives late for a midterm, do they still get the full test time?  a. Yes  b. No						
PAGE 8 – CHEATING POLICY						
The entire class is working on a midterm. Two students have finished the midterm early. They are still holding the question paper in their hands. They begin talking to each other. Is this an Academic Conduct Violation?  a. Yes  b. No						
First time academic conduct violation results in a deduction of% or a on that test or exam.						
Write down 3 examples of cheating:  1.						
2.						
3.						

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## **PAGES 10-12 – DUE DATES**

Write down the quiz and midterm due dates.

Use the calendar or day timer app on your cell (or get a paper day timer).

Enter these dates into your calendar or day timer so you do not forget.

	Online Learning Quiz (MC)	(write the due date)
	Course Outline Quiz (MC)	(write the due date)
WINDOWS	Windows Quiz (MC)	(write the due date)
	Windows Assignment	(write the due date)
EPTS	Concepts Assignment	(write the due date)
EXCEL CONCEPTS	Concepts Midterm (MC)	(write the due date)
	Excel Quiz (MC)	(write the due date)
	Excel Midterm	(write the due date)
WORD	Word Quiz (MC)	(write the due date)
	Word Midterm	(write the due date)
POWERPT	PowerPoint Assignment	(write the due date)
	PowerPoint Quiz (MC)	(write the due date)
ACCESS	Access Quiz (MC)	(write the due date)
	Access Midterm	(write the due date)
	Final Exam (MC)	(write the exam time period)

- Now complete the online quiz
- If you are working with a partner, both students must complete the online quiz in D2L
- Get onto D2L -- click <u>Assessments, Quizzes, Course Outline</u>
- Click <u>Save</u> with each question
- When you are finished, click Save All Responses, Submit, Yes
- Any questions answered incorrectly will be shown
- Make note of any questions you got wrong
- Redo the guiz as many times as necessary until you score 100%
- Future quizzes will not be visible until you score 100% on this quiz