

Academic Support Center



Offering professional assistance
in a comfortable atmosphere.

Open by referral to all enrolled students, the **Academic Support Center** is a broadly creative resource designed to complement and supplement your academic course of study. Offering a *comfortable* atmosphere, the ASC allows you to meet your academic challenges at an individualized pace. With daily instructional assistance, a diverse selection of software, numerous in-house texts, and virtually unlimited online resources, the Academic Support Center is prepared to assist you with a wide range of educational needs.

The ASC can offer instructional assistance in **English**, **reading**, and **math** by reviewing and discussing intervention assignments from your instructor and by offering additional print or web-based assignments for further study.

The ASC can provide assistance with the use of the center's **computers** for tutorial software, word processing, Blackboard, email, or other selected applications.

With the direction of your instructor, the ASC can administer developmental mastery **tests** or retests in English, reading, and mathematics. Other curriculum level tests may be administered at the discretion of your instructor.

asc

**MONDAY, TUESDAY,
& THURSDAY**

7:30am – 4:00pm

WEDNESDAY

7:30am – 6:30pm

FRIDAY

7:30am – 1:00pm

Additional Math, English, and Reading instructors are available at various times throughout the week.

Check posted schedule at ASC for days and times.

beaufortccc.edu/asc

VISITING THE ASC

Each time you visit the ASC, whether for instructional assistance, testing, or computer work, you will be required to sign in on the center's login computer, located just inside the ASC door. Use your BCCC username (the same username you use for Blackboard and student email) to sign in and out. When you sign in, you will select the course and instructor for which you will be working, and, if it is your first visit, you will present your signed referral to one of the ASC staff.

After signing in, the coordinator, ASC assistant, or other instructors will be available to assist you with your work as needed.

PURPOSE

beaufortccc.edu/asc

The **Academic Support Center** is intended to equip students with dynamic strategies for acquiring knowledge and skills. It is designed for those students who have the *need* and *desire* to expand their education beyond prescribed class meetings.

The ASC encourages a comprehensive commitment to learning by providing students who experience academic difficulty in a particular course additional time with a professional who is qualified in the appropriate subject matter.

The center also endeavors to offer alternative and supplemental methods of learning for those students who are challenged by a single skill, such as subject-verb agreement, identifying cause/effect relationships, or dividing fractions.

In addition, the ASC will help students become literate in the basic operations of computers and various software so that they can build the necessary **skills** in their chosen discipline through guided practice and tutorials.

This skills lab operates in accordance with NC Administrative Code 2D.0323(d).

POLICIES & RESPONSIBILITIES

Students using the ASC are asked to comply with all BCCC policies to ensure an appropriate learning environment.

PLEASE:

Use the facilities & computers for educational purposes only.

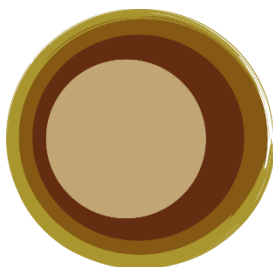
Work quietly with consideration for others.

Make certain all cell phones & other personal electronics are silent while in the ASC.

Keep all furniture, materials, and equipment in order.

Refrain from bringing food or drinks into the center.

asc



Beaufort County Community College

Academic Support Center

Building 1 Room 105

252.940.6338

beaufortccc.edu/asc



Academic Support Center

Building 1 Room 105 252.940.6338
beaufortccc.edu/asc

Writing Center

Building 1 Room 103 252.940.6382
beaufortccc.libguides.com/owl



Student		Curriculum	
Date		Semester	
Instructor		Class	

STUDENT REFERRAL

Please indicate which areas of study are appropriate to student and course.
If a subject area or skill is not listed, list it in the *Other Skills* section below,
add comments as necessary, and have student bring signed form to the 1-105.

READING & WRITING SKILLS

<input type="checkbox"/>	Pre-Reading Strategies
<input type="checkbox"/>	Reading Strategies
<input type="checkbox"/>	Post-Reading Strategies
<input type="checkbox"/>	Locating Main Ideas
<input type="checkbox"/>	Locating Thesis Statements
<input type="checkbox"/>	Critical Analysis
<input type="checkbox"/>	Technical/Academic Language
<input type="checkbox"/>	Purpose & Point of View
<input type="checkbox"/>	Fact & Opinion
<input type="checkbox"/>	Inferences
<input type="checkbox"/>	Graphic Materials
<input type="checkbox"/>	Understanding Assignments
<input type="checkbox"/>	Research
<input type="checkbox"/>	Prewriting

<input type="checkbox"/>	Drafting
<input type="checkbox"/>	Revising
<input type="checkbox"/>	Editing
<input type="checkbox"/>	Proofreading
<input type="checkbox"/>	Topic Sentences
<input type="checkbox"/>	Thesis Statements
<input type="checkbox"/>	Unity & Coherence
<input type="checkbox"/>	Organization & Development
<input type="checkbox"/>	Audience/Voice
<input type="checkbox"/>	Word Choice/Fluency
<input type="checkbox"/>	Grammar / Conventions
<input type="checkbox"/>	Format (MLA, APA, etc.)
<input type="checkbox"/>	Citations (MLA, APA, etc.)
<input type="checkbox"/>	Peer Review

TECHNOLOGY SKILLS

<input type="checkbox"/>	Microsoft Word 2013
<input type="checkbox"/>	Microsoft Excel 2013
<input type="checkbox"/>	Microsoft PowerPoint 2013
<input type="checkbox"/>	Windows 7 File Management
<input type="checkbox"/>	Internet Usage & Research
<input type="checkbox"/>	Blackboard
<input type="checkbox"/>	Online Courseware
<input type="checkbox"/>	Email
<input type="checkbox"/>	Podcasts / Videos
<input type="checkbox"/>	Printing Alternatives
<input type="checkbox"/>	Mac OS X

ACA / STUDY SKILLS

<input type="checkbox"/>	Concentration
<input type="checkbox"/>	Learning Styles
<input type="checkbox"/>	Listening
<input type="checkbox"/>	Note-taking
<input type="checkbox"/>	Problem-solving
<input type="checkbox"/>	Test-taking
<input type="checkbox"/>	Time Management

☐ Schedule Sessions with DRE or Writing Center Tutor

MATH SKILLS

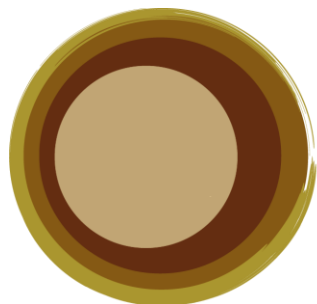
<input type="checkbox"/>	Operations with Integers
<input type="checkbox"/>	Fractions & Decimals
<input type="checkbox"/>	Proportions and Ratios
<input type="checkbox"/>	Rates & Percentages
<input type="checkbox"/>	Expressions
<input type="checkbox"/>	Linear Equations & Inequalities
<input type="checkbox"/>	Graphs & Equations of Lines
<input type="checkbox"/>	Operations on Polynomials

<input type="checkbox"/>	Quadratic Applications
<input type="checkbox"/>	Rational Expressions
<input type="checkbox"/>	Rational Equations
<input type="checkbox"/>	Radical Expressions
<input type="checkbox"/>	Radical Equations
<input type="checkbox"/>	Exponents
<input type="checkbox"/>	Solving Quadratic Equations
<input type="checkbox"/>	Factoring Polynomials

OTHER SKILLS

<input type="checkbox"/>	
<input type="checkbox"/>	

COMMENTS



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BCCC LOGIN REFERENCE

USERNAME

Last name, first initial, middle initial, 2-digit month-of-birth, 2-digit day-of-birth.

EXAMPLE: For John Q. Public born **01/23/1991**, the username would be **publicjq0123**.

PASSWORD

Last six digits of your social security number.

EXAMPLE: For social security number 987-65-4321, the password would be **654321**.

Links to Blackboard, Office365 Email, and SkyDrive Pro are available via the BCCC website or directly through the following URLs:

Blackboard

<https://beaufortccc.blackboard.com/>

Office 365 Email & OneDrive Pro

<https://login.microsoftonline.com/>

Note: Use full email address (not just username) to sign in to Office 365 & OneDrive Pro.

Student Email Address

Using the example username above, the full student email address would be set up as follows:

publicjq0123@live.beaufortccc.edu

Your BCCC username and password will allow you access to Blackboard, Office365 email, OneDrive Pro, and all campus computers. You will also use this username to sign in for ASC services.

Your username and password will be active *only* during semesters in which you are a registered student.

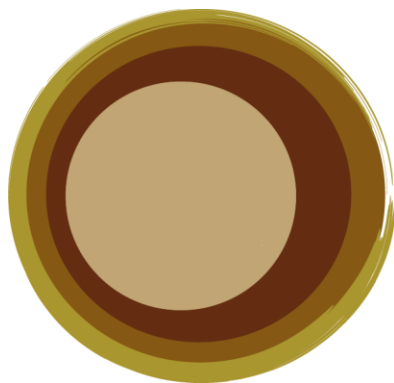
For difficulties with any BCCC computer system or wireless service, contact the IT Helpdesk in Building 1 Room 109.
(252) 940 - 6300
helpdesk@beaufortccc.edu

For problems with Blackboard, Contact Tricia Woolard in Building 5, lower level.
(252) 940 - 6396
triciaw@beaufortccc.edu

BCCC WIFI



Select "Campus" network.
Use your BCCC username and password to login.



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James E. Casey, Coordinator of the ASC, is available for instructional assistance during all regularly scheduled daytime hours.

Courtney Howard, ASC Assistant, will be available from 9:00 am until 1:00 pm daily & 4:00 pm until 6:30 pm on Wednesdays.

Weekly **DRE Tutoring** is available from 8:00am until 1:00pm daily by appointment. See posted sign-up sheet in Room 1-105.

Beginning Spring 2015, all **Math** assistance will be provided in Building 3 Room 126.

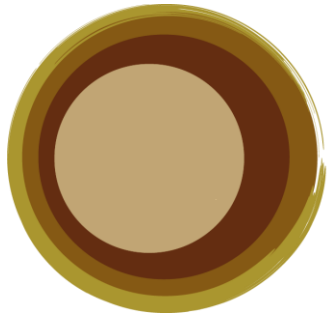
The following **DRE & ACA** instructors are available weekly in 1-105 for drop in assistance.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 am	Liz Shinohara DRE / ACA				
9:00 am					Liz Shinohara DRE / ACA
10:00 am			Beth Casey DRE / ACA		Kate Purvis DRE / ACA
11:00 am					
12:00 pm					
1:00 pm			Beth Casey DRE / ACA		

INSTRUCTIONAL ASSISTANCE
SPRING 2015

ASC REGULAR HOURS

Monday, Tuesday, & Thursday	7:30 am – 4:00 pm
Wednesday	7:30 am – 6:30 pm
Friday	7:30 am – 1:00 pm



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Formatting for MLA Style in Microsoft Word 2013

Last Name 1

Your Full Name

Your Instructor

Your Class & Section

Date

Title of Paper

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce a lorem non eros imperdiet lacinia. Phasellus viverra congue nisi, eget bibendum quam aliquet et. Phasellus enim tortor, bibendum sed dignissim vitae, eleifend sed ligula. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Fusce sed diam vel purus bibendum dictum. Maecenas ut risus sapien. Donec viverra iaculis est vel ultricies. Etiam eget tortor in mi sollicitudin venenatis. Donec fringilla lacus sit amet velit ullamcorper gravida. Fusce turpis erat, ullamcorper vel gravida eu, varius eget magna. Vivamus nibh diam, pharetra lacinia adipiscing sit amet, dignissim in nisl. Nullam vehicula eleifend placerat. Donec posuere scelerisque lectus id sodales. Etiam

Basic MLA Requirements

- 1) Use 1-inch margins
- 2) Double-space text throughout
- 3) Choose easily readable font: Arial, Calibri, or Times New Roman at 12 point
- 4) Include header with author's last name & page number (on every page)
- 5) Include left-aligned heading (on first page only)
- 6) Center title
- 7) Indent all paragraphs

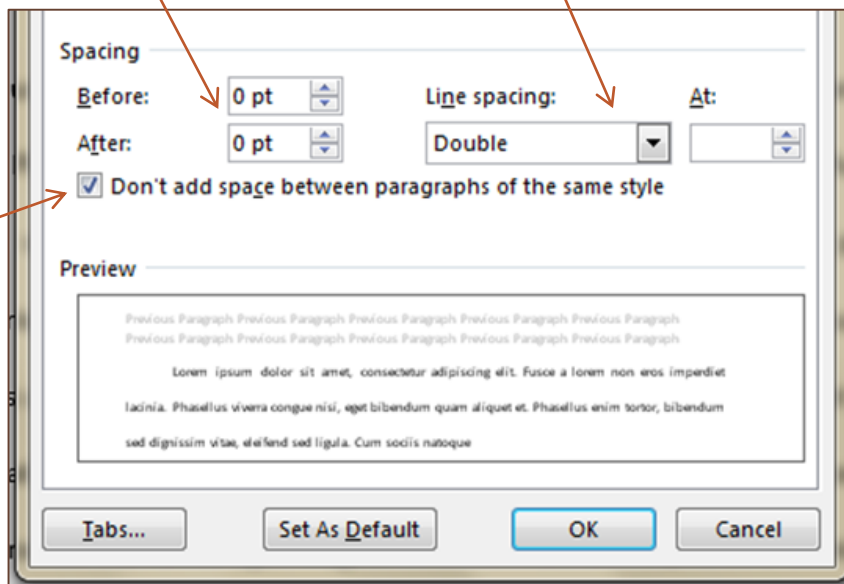
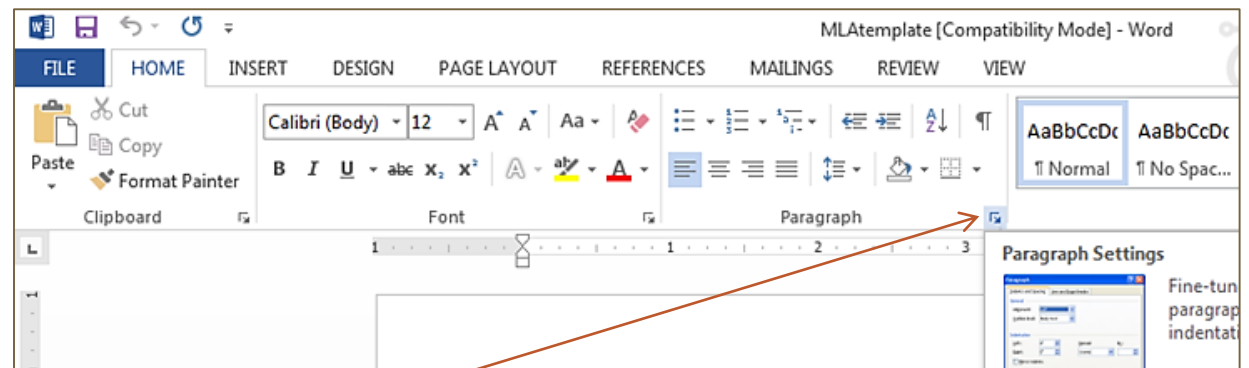
Download an MLA Format template at beaufortccc.edu/asc/documents.htm

1) Use 1-inch margins

When starting a new document, by default, the page margins should be set to 1 inch on all sides. In most cases, no changes to these settings will be required.

2) Double-space text throughout

First, click the small arrow located in the corner of the **Paragraph** section of the **Home** tab.

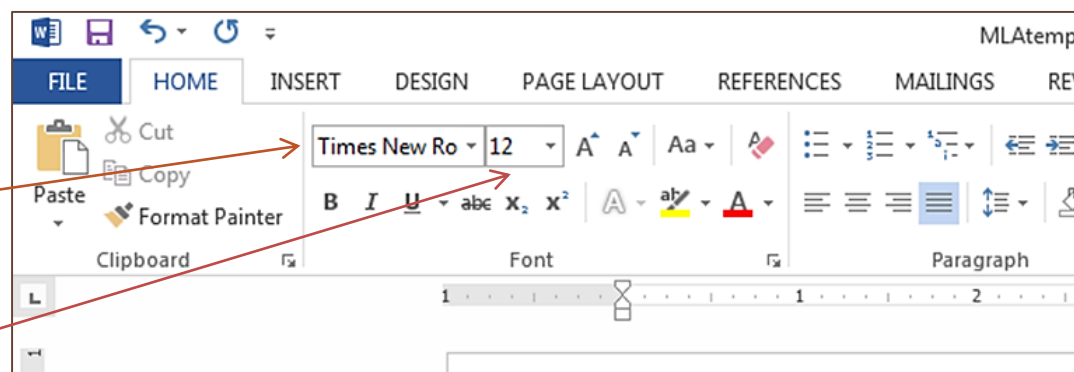


In the dialog box which opens, make sure that the following settings are in place:

- click the arrow on the **Line spacing** box and select **Double**.
- make certain that the **Before** and **After** Boxes are set on **0**.
- make certain that the box labeled **Don't add space between paragraphs of the same style** is checked.

3) Choose easily readable font: Arial, Calibri, or Times New Roman at 12 point

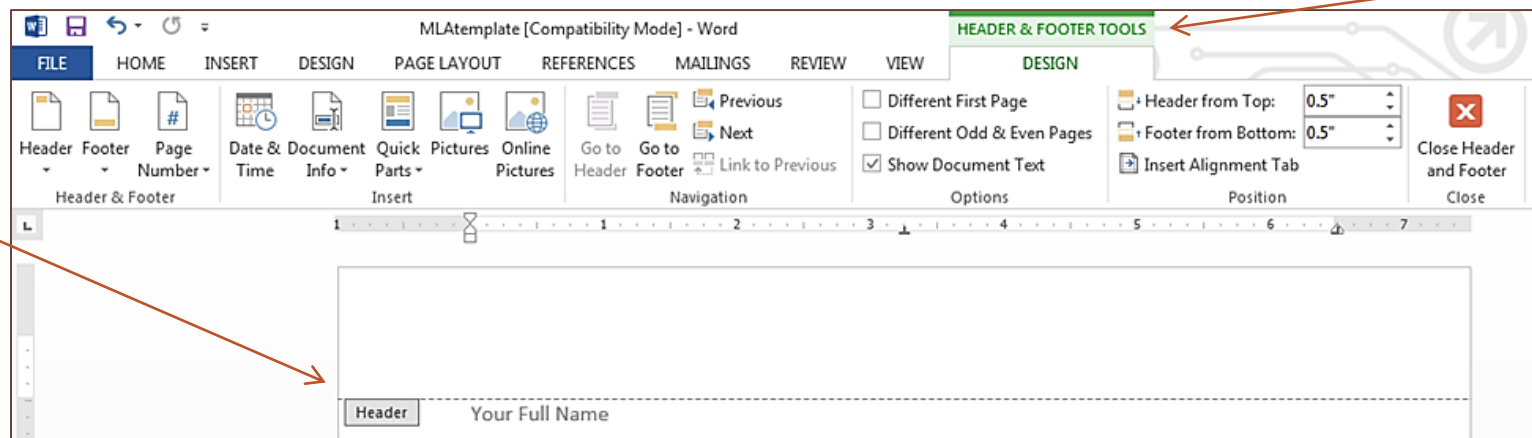
- To change the document font, click the drop down arrow and select **Arial**, **Times New Roman**, or other font as specified by your instructor.
- To change font size, click the drop down arrow and select **12**.



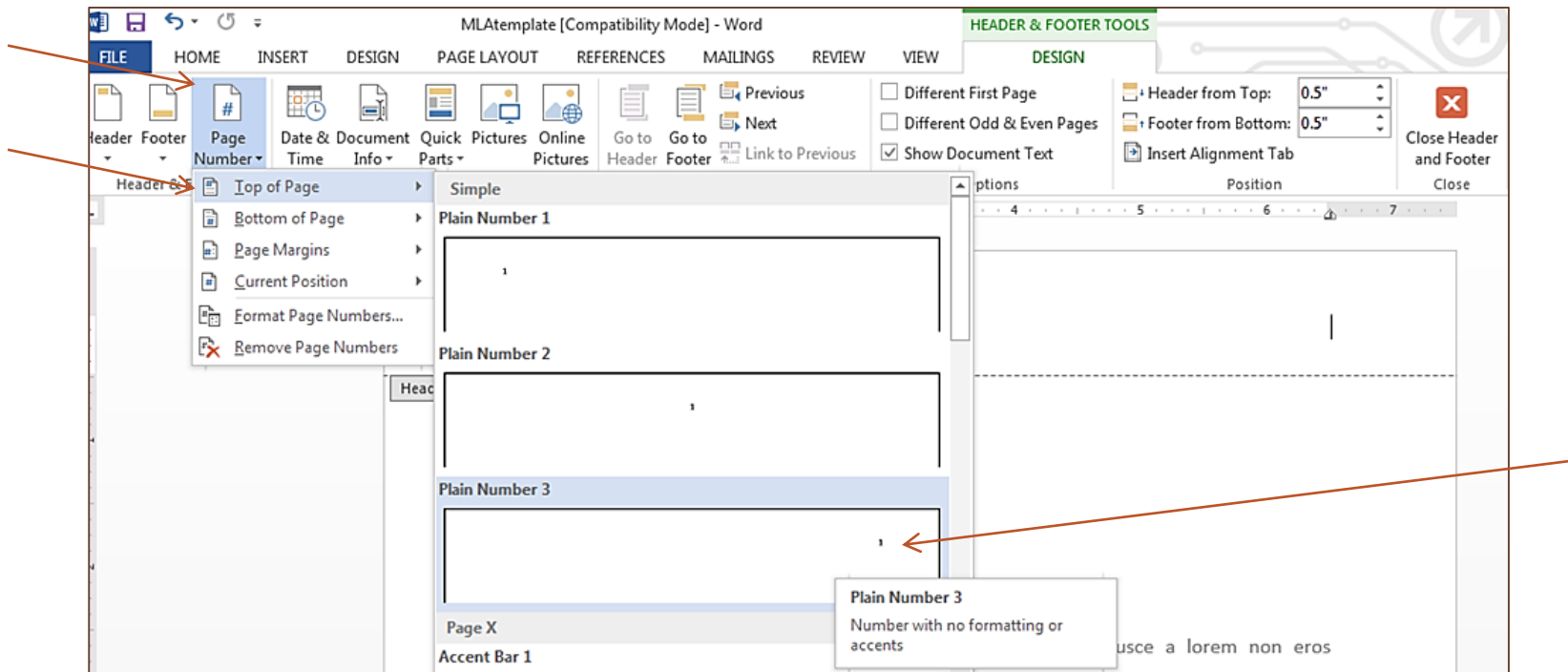
4) Include header with author's last name & page number (on every page)

Note: The *header* in a Word document is a separate section of the page at the top margin. Any text entered here is reproduced on every page of the document. This is different from the *heading* as specified in MLA format (see item 5) which only appears on the first page.

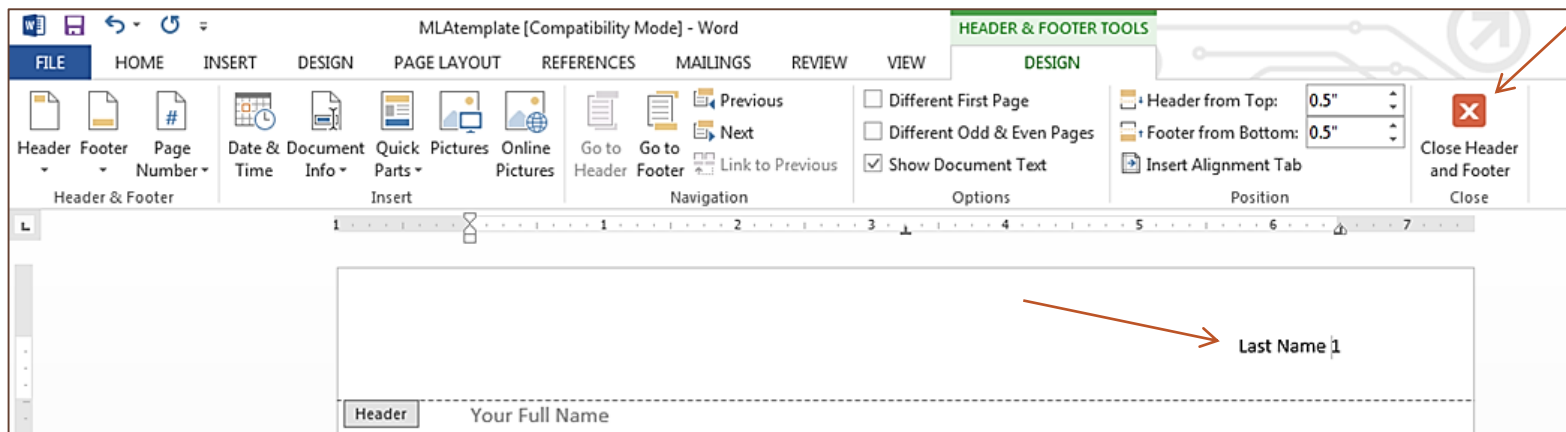
- Double-click anywhere in the top margin of your page to open the document's header. A dotted line should appear along with a tab for **Header and Footer Tools**



- Click the **Page Number** button, select **Top of Page**, and **Plain Number 3**.



- Type your last name and insert a space.
- Then, click **Close Header and Footer**.



5) Include left-aligned heading (on first page only)

- Starting at the top-left margin, type the following elements, and press **Enter** after each:

Your Name

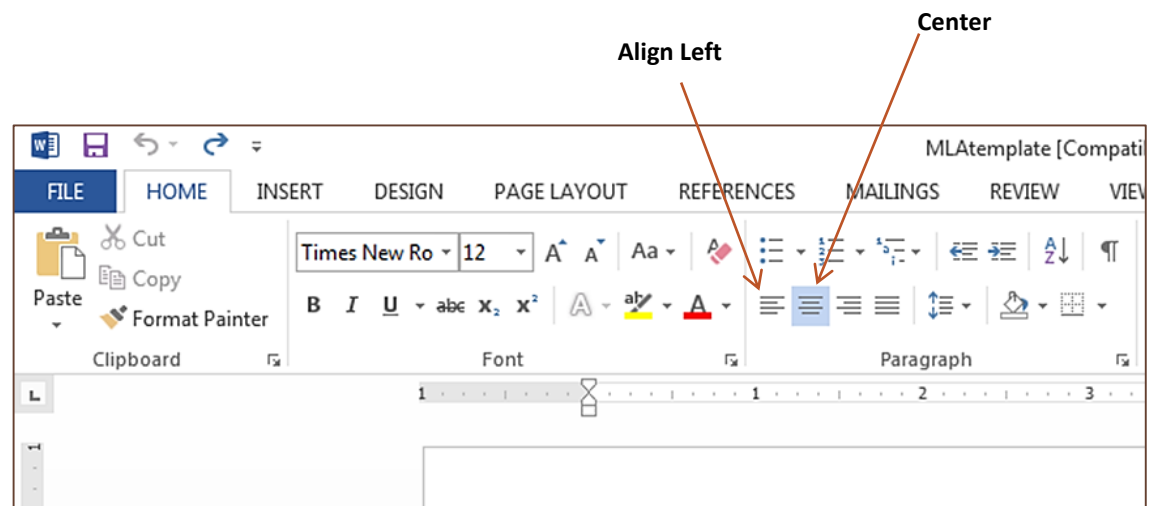
Instructor's name

Course number

Date

6) Center title

- Click the **Center** button and type your title.
- Press **Enter**
- To begin paragraph back on left margin, click the **Align Left** button.

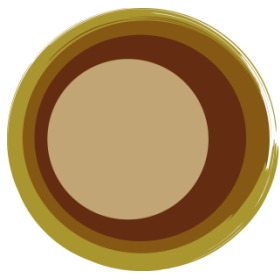


7) Indent all paragraphs

- Press **Tab** before you begin each new paragraph.
- Press **Enter** *only* at the end of a paragraph. Word *may* indent subsequent paragraphs automatically.

For more details regarding MLA format, see the Purdue University Online Writing Lab (OWL) website:

<http://owl.english.purdue.edu/owl/resource/747/01/>



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Building 1 Room 115 252.940.6338 beaufortccc.edu/asc

A Basic Guide to MLA Works Cited

The works cited list should appear at the end of your essay. It provides the information necessary for a reader to locate and be able to read any sources you cite in the essay, and it ensures that you avoid plagiarizing any of your sources. Each source you cite in the essay must appear in your works-cited list; likewise, each entry in the works-cited list must be cited in your text.

See the back page for an example of formatting an MLA works cited page.

Books

Author. *Title of Book*. Place of Publication: Publisher, Year of Publication. Medium of publication consulted (Print).

Article in Periodical (Newspaper, Magazine, or Journal)

Author. "Title of Article." *Title of Source*. Series number or name. Date of publication. Inclusive page numbers. Medium of publication consulted (Print).

Article on Website

Author(s). "Title of Article." *Name of web site*. Version or edition. Publisher or sponsor of the site. Date of publication. Medium of publication consulted (Web). Date of access.

Article from Electronic Database (NCLive)

Author. "Title of Article." *Publication Name*. Volume Number Publication Date: page number-page number. *Database name*. Medium of publication consulted (Web). Date of access.

Interview

Person Interviewed. Personal Interview. Date of Interview.

ADDITIONAL MLA RESOURCES

A copy of the MLA Handbook is available for student use in the Academic Support Center. In addition, the following websites may answer many of your formatting questions:

<http://www.mla.org/style>

<http://owl.english.purdue.edu/owl/resource/747/01/>

http://bcs.bedfordstmartins.com/resdoc5e/RES5e_ch08_o.html

Works Cited

- "Blueprint Lays Out Clear Path for Climate Action." *Environmental Defense Fund*. Environmental Defense Fund, 8 May 2007. Web. 24 May 2009.
- Clinton, Bill. Interview by Andrew C. Revkin. "Clinton on Climate Change." *New York Times*. New York Times, May 2007. Web. 25 May 2009.
- Dean, Cornelia. "Executive on a Mission: Saving the Planet." *New York Times*. New York Times, 22 May 2007. Web. 25 May 2009.
- Ebert, Roger. "An Inconvenient Truth." Rev. of *An Inconvenient Truth*, dir. Davis Guggenheim. Sun-Times News Group, 2 June 2006. Web. 24 May 2009.
- GlobalWarming.org*. Cooler Heads Coalition, 2007. Web. 24 May 2009.
- Gowdy, John. "Avoiding Self-organized Extinction: Toward a Co-evolutionary Economics of Sustainability." *International Journal of Sustainable Development and World Ecology* 14.1 (2007): 27-36. Print.
- An Inconvenient Truth*. Dir. Davis Guggenheim. Perf. Al Gore, Billy West. Paramount, 2006. DVD.

SOME FINAL NOTES

Your works-cited page should have one inch margins all around, and "Works Cited" should be centered on the first line of the page.

Make certain that all entries on your page are alphabetized by author's last name, and double-space all entries.

If your citations are longer than one line, be sure to indent the second and each following line.