

# Starting with basic essay



**ASSIGN  
BUSTER**

University of Phoenix Material Student's Name: Starting with the Basics Log on to the student website. Explore the resources available on the site and use them to answer the following questions. Academic Help

1. WHAT ARE THE SIX MATH LABS AVAILABLE FOR STUDY IN THE CENTER FOR MATHEMATICS EXCELLENCE? HINT. CLICK RUNNING START BY ALEKS AND LOOK ABOVE OTHER MATH CONTENT.
  - a. Self Assessment
  - b. ALEKS Math Refresher
  - c. Pre-Algebra Review
  - d. Algebra 1
  - e. Algebra 2
  - f. Introduction to Statistics
2. Which three reviewing services are available to students through the Center for Writing Excellence? .
  - a. WritePoint
  - b. CWE Review
  - c. Plagiarism Checker
3. Which formatting tool does University of Phoenix offer you to create a document consistent with APA guidelines? The Riverpoint Writer
4. Which resources in the Tutorials & Guides section of the Center for Writing Excellence offer tips about how to format using APA style according to the Publication Manual of the American Psychological Association (6th edition)? APA Format and Style Checklist
5. Use the following information to correctly build a reference consistent with APA guidelines: Book title: Understanding Health Insurance: A Guide to Billing and Reimbursement • Edition: 9th • Authors: Michelle A. Green and JoAnn C. Rowell • City of publication: Clifton Park • State of publication: New York • Name of the publisher: Delmar Cengage Learning • Year the book was published: 2008 Green, M. A. , & Rowell, J. C. (2008). Understanding Health Insurance: A Guide to Billing and Reimbursement (9th ed. ). Clifton Park, New York: Delmar Cengage Learning.
6. Reference any book you have available. Use the proper APA formatting to reference your book.

Examples and help can be found in the Library tab under Useful Links on the right side. Barker, E. (2008). *Neuroscience Nursing: A Spectrum of Care* (3rd ed. ). St. Louis, Missouri: Mosby Elsevier.

1. What are the five icon headings available in the Grammar and Writing Guides section of the Center for Writing Excellence? a. Writing Style b. Grammar Mechanics c. English Language Learners d. Plagiarism e. Grammar Glossary

2. Locate the definitions of active and passive voice using the Writing Style resources in the Grammar and Writing Guide. Identify which of the following sentences is written in the active voice and which is written in passive voice.

- a. Some of the content of this document was submitted by Mary. Passive
- b. Mary submitted some of the content of this document. Active

1. Define plagiarism in your own words. Explain the difference between summarizing, paraphrasing, and plagiarizing. Use the Plagiarism resources in the Grammar and Writing Guides to assist you. How will you avoid plagiarism in your college work? Explain your answers in at least 50 words. Plagiarism is the act of copying an author's work, word for word, and not citing them.

Paraphrasing is restating an author's ideas in your own words. To summarize means to take the most important idea of the article. Paraphrasing and summarizing must still always credit the author. I will avoid plagiarism in my college work by always giving credit to the author and their work. I can also check my work by using the University of Phoenix reviewing service, Plagiarism Checker.

1. Using commas and semicolons, add the correct punctuation to the following sentences:

- a. Karen is a knowledgeable, intelligent person.
- b. Roger left the bookstore; he met the learning team at the coffee shop.

University Library 1. WHAT ARE THE THREE MAJOR ARTICLE DATABASES FOUND IN THE UNIVERSITY LIBRARY? c. EBSCO d. Gale PowerSearch e. ProQuest 7. Where is the University Library Handbook located, and what is its last copyright date? Located at Library Services Copyright date 2011 8. List the six mandatory fields that you need to complete when asking a question of the University Library librarian. a. Name b. University of Phoenix Affiliation c. Course # d. Email Address e. Country f. Comment Course Information 9. HOW DO YOU ACCESS THE READING ASSIGNMENTS FOR THIS COURSE FROM THE STUDENT WEBSITE?

Materials 10. In which forum would you post your discussion question responses? How would you respond to a classmate's discussion question answer? a. Main Forum b. By clicking on 'reply' to their thread Learning Teams 11. WHAT SIX DOCUMENTS ARE CONTAINED IN THE TOOLKIT ESSENTIALS SECTION OF THE LEARNING TEAM TOOLKIT FOUND IN THE UNIVERSITY LIBRARY? a. Learning Team Handbook b. Online Campus Learning Team Handbook c. Guide To Completing the University of Phoenix Learning Team Charter d. Learning Team Log e. Learning Team Evaluation f. Learning Team Charter • • 17.

After reading the " Decision/Conflict Resolution" section of the Learning Team Toolkit, how would you attempt to resolve a conflict within your team when opposing viewpoints exist? Explain your answer in 50 to 100 words. After reading the " Decision/Conflict Resolution" section of the Learning Team Toolkit, I would attempt to resolve a conflict within my team when opposing viewpoints exist by effectively communicating using the 4Rs

Method: reasons, reactions, results, and resolution. In order to understand what is going on, we as a group, need to focus on the reasons of the conflict.

What are we arguing about? Are we focusing at what is on hand and yet being respectful towards each other? How are our reactions to the problem?

What are our own feelings and that of our teammates? Are we being destructive towards each other? We then can focus on the result. This is where we figure out ways to deal with the situation in a constructive manner.

Once we have answered these questions, we as a group can focus on finding resolutions so that we are all able to come together and focus on what is more important.

Student Services 1. WHAT IS THE PHONE NUMBER FOR UNIVERSITY OF PHOENIX STUDENT TECHNICAL SUPPORT? HINT. USE THE HELP BUTTON IN THE TOP-RIGHT CORNER OF THE PAGE. 1-877-832-4867 2.

Where on the student website would you go to change your personal contact information? Hint. Use a tab at the top of the page. My Profile 3.

On the student homepage, locate the Schedule and Grades tab, click it, and list the three headings that are found there. a. Schedule and grades b. Program

Contacts c. Current and Upcoming Courses