FALL 2013 COMPUTER AND OFFICE APPLICATIONS 64 Computer and Office Applications Laboratory Section #8008

Instructor: Ms. Woodmansee

Class: Tuesday & Thursday 8:55 a.m.-9:50 a.m.

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Office Telephone: (818) 364-7848 Office Location: Inst. Bldg. #18

Office Hours: Monday – Thursday 8:30 – 8:55 a.m.

Tuesday & Thursday 1:05 – 3:45 p.m.

<u>Text:</u> None required

<u>Supplies</u>: Course syllabus

Description:

Develops competency in the subject areas taught in the Computer Applications and Office Technologies Department. Designed as an aid to students who need additional time and practice to increase their knowledge and skills in any Computer Applications and Office Technologies course.

Student Learning Outcomes:

Demonstrate the concepts learned in a Computer Applications and Office Technologies (CAOT) computer class by completing assignments in the CAOT Center.

Electronic Calculators 2

Student Conduct:

 Attendance: It is important that you attend class. You are expected to attend class and are responsible for assigned course work. Arrive on time and do not leave early.

If you have more than three absences, you may be dropped from your class on your fourth absence.

If you stop attending a class (or wish to drop a class), YOU MUST DROP THE CLASS YOURSELF ONLINE— OFFICIALLY - on or before November 17, 2013. Failure to do so will result in a grade of "F" in that class.

There is a new LACCD enrollment limit. The limit is now three times to take a class and includes both substandard grades and withdrawals. In order to avoid a W, students must drop before September 8, 2013.

- Lecture attendance is required.
- Turn cell phones and any other electronic devices off during class time.
- Food and/or drinks are not permitted in the classroom.
- Respect everyone in the class; disrespectfulness will not be tolerated.
- Cheating Policy: Cheating constitutes academic dishonesty. Each student is
 responsible to do his/her own work on assignments and on tests. Any cheating
 will be dealt with as severely as College policy allows. Penalty ranges from no
 credit for the assignment to exclusion and/or an "F" grade for the course. Any
 instance of academic dishonesty will significantly affect the grade of <u>all</u>
 individuals involved and will be reported to the administration. The use of any
 electronic devices during an exam is prohibited.

Student E-Mail at LACCD Website

All students have an e-mail account that can be accessed through the LACCD Website at www.laccd.edu. Log in with your student ID and your password (month and date of your birthday). Click on Main Menu. Click on Assigned Student E-Mail Address. You will then see messages and reminders.

Electronic Calculators 3

Evaluation:

Use a desktop computer in the CAOT Center to complete required attendance hours for a computer class.

Completion of 36 hours in computer applications assignments in CAOT laboratories will constitute successful attainment of student learning outcomes.

Grade received is Credit/No Credit.

*No Class: 9/2 – Labor Day 11/11 – Veteran's Day 11/28 – 12/1 – Thanksgiving

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