

# COMPUTER APPLICATIONS & OFFICE SYSTEMS DEPARTMENT

## Fall 2009 Greensheet

**Monday, December 7 is the last day the CAOS lab will be open for this Fall Quarter.  
No assignments will be accepted after Monday, December 7 @ 7:00 p.m.**

caos.deanza.edu

### • LAB HOURS

Beginning **Tuesday**, September 22, the CAOS Lab will be open for student use during the following hours:

<b>Monday through Thursday</b>	10:00 a.m. to 7:00 p.m.
<b>Friday</b>	10:00 a.m. to 1:30 p.m.
Saturday/Sunday	Closed
<b>Holidays</b> (lab will be closed):	Veteran's Day                      Friday, November 13 Thanksgiving Weekend            Thursday through Sunday, November 26 - 29

Students can work in the Lab, but no instructional assistance is available during the following hours:

Monday through Thursday	8:00 a.m. to 10:00 a.m. and 7:00 p.m. to 10:00 p.m.
Friday	8:00 a.m. to 10:00 a.m. and 2:00 p.m. to 4:00 p.m.

#### Extended Hours:

Wednesday & Thursday December 2 & 3	10:00 a.m. to 8:30 p.m.
Friday, December 4 & Saturday, December 5	10:00 a.m. to 6:00 p.m.

### • TESTING COUNTER HOURS (Photo ID Required, No Exceptions)

<b>Monday through Thursday</b>	10:00 a.m. to 7:00 p.m. (All tests must be completed by 7:30 p.m.)
<b>Friday</b>	10:00 a.m. to 1:30 p.m. (All tests must be completed by 4:00 p.m.)

#### Extended Hours:

Wednesday & Thursday December 2 & 3	10:00 a.m. to 8:00 p.m. (All tests must be completed by 8:30 p.m.)
Friday, December 4 & Saturday, December 5	10:00 a.m. to 5:15 p.m. (All tests must be completed by 6:00 p.m.)

**Note: Monday, December 7, the last day of the quarter, all production tests/quizzes/tests must be started by 7:00 p.m. and completed by 7:30 p.m.**

### • ADDING COURSES/REQUIRED ORIENTATION

1. **Wednesday, November 25 is the last day to register for CAOS courses.** New students adding courses must watch an **orientation video** before having their "Add Form" signed. See Schedule of Classes for times and dates. If you cannot attend one of the scheduled orientations or enter the program after the quarter has started, you must check in at the Testing Counter or go to the CAOS web site (caos.deanza.edu) and view the orientation video before you start your first CAOS course.
2. **If you add a course during the last three weeks of the quarter, because of time constraint we strongly recommend you enroll in no more than 3 units.**

### • DROP DATES/POLICY

1. **Friday, October 9 is the last day to drop a course with no grade of record.**
2. **Friday, November 13 is the last day to drop a course with a "W".**
3. If you are going to drop a course, **you must do so yourself or you will receive a "NP"** You will **not** be dropped automatically by CAOS staff. To change the NP, you must re-enroll in the course in the quarter the course is offered. **Students who fail to drop a course --even if they have never begun the course-- will receive an NP.**

### • GENERAL INFORMATION

1. **CAOS Textbook Information: (408) 864-8455.**
2. All courses offered are open-entry and self-paced, and your hours are totally flexible. You may come any day you wish. **If you have a question, please refer to your Student Handbook for the answer before asking an instructor.** Sometimes student handbooks are updated. Therefore, please check the boxes by the Testing Counter for updates to your handbook.

## •ASSIGNMENT/GRADING POLICIES

1. You must have a Folder with a Progress Sheet for each course in which you are enrolled. **The Folder and Progress Sheet must remain in the Lab at all times...no exceptions!** The Folders will be filed alphabetically by course in the Lab file cabinets. If you have completed an assignment that should be checked by an instructor, place your folder in the appropriated (by course #) slot at the Testing Counter marked "FOR INSTRUCTOR'S APPROVAL".
2. Submit assignments as you complete them. Take tests when indicated on your Progress Sheet. **Do not turn-in more than 5 assignments at one time, If you work at home, you must also turn-in only 5 assignments for approval at one time; you are not exempt from this policy. There is a 24 hour turn-around for processing your assignments, whenever you turn-in your work for instructor approval.**
3. **We strongly advise you to complete all your assignments and tests before the last week of classes, and specifically before the last day that the Lab is open.** Due to the high volume of students wishing to complete courses during the last week and last day, limited assistance is available.
4. **The Lab personnel do not grade tests and/or work "on demand."** Your folder will be filed back in the student file cabinet after evaluation. We are not responsible for lost items. **Do not leave books, disks, or handbooks inside your folders.**
5. Do not assume you have passed the course when you submit your work. You may have redos.
6. No folders will be **stamped** and no folder preparation form will be accepted on the last day of the quarter.
7. **Students completing course work on the last day the Lab is open, should not assume they have passed their course(s).** All assignments and tests including Redos must be successfully completed and **APPROVED** to receive CREDIT. If you complete the course on the last day, you will not be issued a Credit Slip. You can pickup your Credit Slip during the next Quarter. Ask an instructor to locate your Credit Slip from previous quarter.

## •TESTING/RETAKE POLICIES

1. **You can not take a failed test on the same day. If you fail a test on the last day of the quarter you will receive a NP (Not Passed). Tests include Production Tests, Exams, Quizzes, and Assessment Exercises.**
2. **If you fail any test twice, you risk failing the course. Tests include Production Tests, Exams, Quizzes, and Assessments.**
3. All written tests must be taken in the Testing Room. No writing devices (pens or pencils) are allowed to be used when you are taking a computerized test. **Violation of this rule may cause you to fail the course!** No cellular phones or pagers are allowed in the Testing Room.
4. A **current (Driver License, De Anza ID, Employee ID) photo ID is required (NO EXCEPTIONS!)** to take a test or to check out required Lab materials, quizzes or tests. **Before you begin to work in the Lab, you must show proof of registration (computer printout listing courses in which you are enrolled) and your current photo ID card to have your Progress Sheet stamped at the Testing Counter...no exceptions!**

## •GENERAL RULES/CHEATING POLICY

1. **Any student found cheating in any way in the CAOS Lab will be given an "NP" in the course.** Examples of cheating are: doing work for another student; using another person's disk; working together on a test; removing a test from the Lab, copying test questions or answers, taking notes in testing room, etc. All students "suspected" of cheating will be monitored by the CAOS staff and be required to do all assignments/tests for all CAOS courses in the CAOS lab.
2. **No personal or non-CAOS work may be done in the Lab, including surfing the Internet, sending/viewing personal email messages, and printing non-CAOS material. Violation of this policy may result in disabling your student account.**
3. **Any student acting disruptive will be asked to leave the Lab.**
4. If you have difficulties with equipment, ask a lab staff for assistance; do not attempt to correct problems yourself.
5. Visiting students, eating, beverages, children and pets are not permitted in the Lab. **No cellular phones or cell phone charging may be used in the Lab.** For safety reasons, shoes are to be worn in the Lab at all times.

## • NOT COMPLETING A COURSE

If you do not complete a course by the end of the quarter, you will receive a NP. To change the NP, **you must re-enroll in the course in the quarter the course is offered and complete it within that quarter. Incompletes are not offered in the CAOS Department.** Be sure to leave your folder in the file cabinet, but do not leave books and handbooks inside your folders. Student who takes the folder home must start the course from the beginning.

## • DEGREES AND CERTIFICATES

The Computer Applications and Office Systems (CAOS) Department offers Administrative Assistant and Computer Business Application degrees and certificates to students. Please consult any full-time CAOS instructor to obtain information regarding these certificates and degrees.

**WE WELCOME YOU TO THE COMPUTER APPLICATIONS/OFFICE SYSTEMS DEPARTMENT (CAOS) AND HOPE YOU NOT ONLY COMPLETE, BUT ENJOY OUR COURSES!**