

COMPUTER APPLICATIONS & OFFICE SYSTEMS DEPARTMENT

Winter 2010 Greensheet

**Tuesday, March 23 is the last day the CAOS lab will be open for this Winter Quarter.
No assignments will be accepted after Tuesday, March 23 @ 7:15 p.m.**

caos.deanza.edu

• **LAB HOURS** (subject to change)

Beginning **Tuesday**, January 5, the CAOS Lab will be open for student use during the following hours:

Monday through Thursday 10:30 a.m. to 7:15 p.m. **Friday** 10:30 a.m. to 1:30 p.m.

Saturday/Sunday Closed

Holidays (lab will be closed): Martin Luther King's Birthday Monday, January 18
President's Day Weekend Friday through Monday, February 12 to 15

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

Monday through Thursday 8:00 a.m. to 10:30 a.m. and 7:15 p.m. to 10:00 p.m.

Friday 8:00 a.m. to 10:30 a.m. and 1:30 p.m. to 4:00 p.m.

Extended Hours:

Friday, March 19 10:30 a.m. to 4:00 p.m.

Saturday, March 20 10:00 a.m. to 6:00 p.m.

Monday, March 22 10:30 a.m. to 8:45 p.m.

• **TESTING COUNTER HOURS** (subject to change) **(Photo ID Required, No Exceptions)**

Monday through Thursday 10:30 a.m. to 7:15 p.m. (All tests must be completed by 7:45 p.m.)

Friday 10:30 a.m. to 1:30 p.m. (All tests must be completed by 4:00 p.m.)

Extended Hours:

Friday, March 19 10:30 a.m. to 3:30 p.m. (All tests must be completed by 4:00 p.m.)

Saturday, March 20 10:00 a.m. to 5:15 p.m. (All tests must be completed by 6:00 p.m.)

Monday, March 22 10:30 a.m. to 8:15 p.m. (All tests must be completed by 8:45 p.m.)

Note: Tuesday, March 23, the last day of the quarter, all production tests/quizzes/tests must be started by 7:15 p.m. and completed by 7:45 p.m.

• **ADDING COURSES/REQUIRED ORIENTATION**

- **THURSDAY, FEBRUARY 11 (THE END OF SIXTH WEEK) 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.

NEW POLICY: STUDENTS WHO DO NOT HAVE A STAMPED FOLDER FILED IN THE AT203 CAOS FILE CABINETS BY FEBRUARY 18, WILL BE DROPPED.

LAST DAY TO SUBMIT WORK IS TUESDAY, MARCH 23.

• **LAST DAY TO EARN A PASS GRADE BY COMPLETING 100% OF YOUR WORK**

- **Tuesday, March 23** is the last day to earn a **PASS** grade by completing 100% of your work.
- You will receive a **NO PASS Grade** if you don't complete all of your work, **NO EXCEPTIONS**. **Important:** Students receiving **FINANCIAL AID** or **VETERANS BENEFITS**, or who are **INTERNATIONAL STUDENTS** or **ATHLETES** may be subject to repayment or other legal consequences if a **PASS** grade is not earned.

• **DROP DATES/POLICIES**

- **Saturday, January 23** is the last day to drop a course with no grade of record.
- **Friday, February 26** is the last day to drop a course with a "W".
- Students are responsible for dropping themselves from any CAOS course. **Students who fail to drop a course --even if they have never begun the course-- may receive a NP.**

• **CHEATING POLICIES**

- **Students who are suspected of cheating must provide proof that they have completed all their own work. All students are responsible for backing up their assignments to either their "H" or flash drive. Students who cannot provide CAOS faculty with their files electronically (as proof that they have completed their own work) will receive a failing grade in the course and may be referred to Vice President of Instruction.**

- **Any student found cheating in any way in the CAOS Lab will be given a "NP" in the course.** Examples of cheating are: doing work for another student; using another person's USB flash drive; working together on a test or assignment; 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.

• **GENERAL INFORMATION/POLICIES**

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.
3. **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.**
4. **Any student acting disruptive will be asked to leave the Lab.**
5. If you have difficulties with equipment, ask a lab staff for assistance; do not attempt to correct problems yourself.
6. 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.

• **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 appropriate (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. **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's 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!**

• **NOT COMPLETING A COURSE**

If you do not complete a course by the end of the quarter, you will receive a NP. **You can re-enroll in the course in the next quarter the course is offered and complete it where you left off within that quarter. You will receive a PASS grade in the quarter you have completed the course. 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. Students who take 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!