Spring, 2000
Instructor of Record: Dr. Shirley Bruegman
Office Location: Reedley College Administration Building
Office Telephone: 638-3641, ext. 3304

SPST 77 COMPUTER SKILLS LAB
LOCATION: OPEN COMPUTER LAB IN LIBRARY

Hours lab is open: 7:30 a.m. - 9:00 p.m.   Monday through Thursday
                      7:30 a.m. - 4:00 p.m.   Friday
                      9:00 a.m. - 12:00 noon   Saturday

The lab is not open on days when classes are not in session.

Some important information:
- To receive a CR (credit) grade for the one unit of credit, you must utilize the lab a minimum of 29 clock hours before the end of the semester (May 19).

- If you have not participated in the lab for at least 15 clock hours by March 8, you will be dropped from the class and then to receive credit, you will need to petition for reinstatement and complete the minimum number of hours required before May 19.

- You must sign in and out each time you use the lab. There will be a special sign in sheet for those students enrolled in the skills lab. (In the near future, you will be able to sign in and out on the computer and will not need to sign in on paper.) We will send you a notification when this happens and the computer technician will assist you.

- You are expected to behave politely and abide by the rules of the lab.

- If there is a "wait line" to use the lab, students who are enrolled in the skills lab will be given priority.

- As the semester progresses, you will receive worksheets on how to use the computer and software. You will also receive assistance on the use of e-mail and Internet.

COMPUTER SKILLS LAB

SIGN IN SHEET

Name _____

Date   In   Out