INTRODUCTION

The Office Technology Lab is a service offered by the Administrative Office Technology Department. It is provided for all students enrolled in Office Technology courses within the department. Many of these courses require lab assignments or activities within the curriculum.

The lab provides students with ample opportunity to become proficient on office equipment, which is ever-changing in the business sector today. Technology has mandated changes in the business world, and these changes must also follow within the educational environment.

Students should view the lab as a reinforcement to all classroom lectures. It is in the laboratory that the student will experiment and actually experience the theory presented in the classroom.

ATTENDING LAB SESSIONS IS MANDATORY and pertinent to the development of marketable office skills. Within this environment skill development will be monitored and encouraged under the supervision of a technical staff assistant.

HOURS

The lab calendar will coincide with the academic calendar as prepared by the college for each semester. The lab will be open and available to all students on all days that classes are scheduled and in session.

A one (1) hour lab session will be scheduled with you during the first week of classes. Additional lab availability times will be posted for each semester.

LOCATIONS:

Knight Campus (Warwick): Room 6408 825-2172
Flanagan Campus (Lincoln): Room 1126 333-7378
Liston Campus (Providence): Room 244 455-6124

ATTENDANCE

All instructors will be notified of each student’s laboratory participation. This documentation will be returned to each teacher on Friday of each week. An attendance form for each week and for each course will be available in the laboratory.

Students must sign this attendance form at the start and end of each laboratory session. Failure to sign this form will result in a cut toward the student’s class. Lab work must be turned in each week (even if it’s not completed) to receive credit for your lab hour. Late assignments are subject to -5 from the lab grade.

LAB BEHAVIOR

Because tests will be administered in the lab, students are cautioned that cheating or plagiarism of any sort will be subject to the same disciplinary action as in the classroom. Teachers (full-time & part-time) will be notified of any academic dishonesty occurring in the lab.

THE THREE C’s

In addition to developing office skills within the laboratory, desirable though intangible business traits will be cultivated and their importance brought to the attention of all students. These traits include the three C’s of effective human relations:

COURTESY

COOPERATION

CHEERFULNESS

LAB POLICY

Class work is to be done on your time, NOT lab time unless otherwise instructed by your teacher.

All graded assignments must be done under the supervision of the lab assistant.

NO EATING or DRINKING in the lab.
NO Socializing—keep noise to a minimum.