



**STRONG YOUTH STRONG FAMILIES STRONG FUTURES STRONG COMMUNITIES**

**COMPUTER CLASS REGISTRATION FORM**

*(Please Print Clearly – Lea con cuidado)*

To register for the Computer Technology Program, please complete the following form. **All fields in this form must be filled out in order to process the registration; incomplete requests cannot be processed.** If you need assistance, please e-mail [abner@layc-dc.org](mailto:abner@layc-dc.org)

This registration form is for the Microsoft Certified Application Specialist (MCAS), Microsoft Office Specialist Certification (MOS), the Internet and Computer Core Certification (IC<sup>3</sup>) and Computer Fundamentals. If you are interested in any other training programs offered by CTLC, please contact Abner Soto at (202) 319-2280 or via e-mail for additional information.

Para registrarse en el Programa de Tecnología y Computación, **por favor llene el siguiente formulario. Todos los campos de este deben estar llenos para poderlo procesar, los formularios incompletos no se procesarán.** Si necesita ayuda, por favor envíe un correo electrónico para [abner@layc-dc.org](mailto:abner@layc-dc.org).

Esta registraci3n es para los entrenamientos de Especialista en Microsoft Office 2003 y 2007, Certificaci3n B3sica en Internet y Computaci3n (IC3) y Fundamentos de Computaci3n. S3 est3 interesado en otro programa que ofrece el CTLC, por favor contacte a Abner Soto al tel3fono (202)-319-2280 o env3e un correo electr3nico para obtener m3s informaci3n.

<b>PERSONAL INFORMATION / INFORMACI3N GENERAL</b>											
Last Name / Apellido				Middle Name / Segundo Nombre				Name / Nombre			
Country of Birth / Pa3s de Nacimiento						Birth date / Nacimiento		Age / Edad		Sex:	
						/	/			<input type="checkbox"/> M	<input type="checkbox"/> F
If not born in USA, when did you move to USA?: Si no naci3 en USA, Cu3ndo se moviliz3 a USA?						Year / A3o		→			
Student – Estudiante						Ethnicity – Etnicidad					
New Student – Nuevo (a) Estudiante <input type="checkbox"/>						Black <input type="checkbox"/>			Native American <input type="checkbox"/>		
Returning Student – Estudiante regresando <input type="checkbox"/>						Hispanic <input type="checkbox"/>			Asian <input type="checkbox"/>		
Continuing Student – Estudiante continuando <input type="checkbox"/>						White <input type="checkbox"/>			Pacific Islander <input type="checkbox"/>		
First Language / Lengua Materna						→					
Mother's country of Birth - Pa3s de nacimiento de su madre											
Father's country of Birth – Pa3s de nacimiento de su padre											
<b>PARTICIPANT INFORMATION / INFORMACI3N DEL PARTICIPANTE</b>											
Street address / Direcci3n											
						City / Ciudad					
State:				ZIP Code /C3digo				Ward #			
Phone # / # Telef3nico											
Home/Casa:								Cell/Celular:			
Email / Correo Electr3nico											
Living Situation – Con qui3n vive?:											
Is the participant a parent (have a child)?: Eres padre – madres (Tienes hijos (as))?											

**SCHOOL INFORMATION / DATOS DE LA ESCUELA**

Name of School where you studied / Nombre de la escuela donde estudió:			
Last grade completed / Ultimo grado terminado			
Participant Taking English Classes? Está tomando clases de Inglés?		Yes / Si <input type="checkbox"/>	No <input type="checkbox"/>
Have you taken any computer classes before? / Ha estudiado computación anteriormente?		Yes / Si <input type="checkbox"/>	No <input type="checkbox"/>
If yes, Where? / Si estudió, dónde?		Year / Año	
Do you Have computer? / Tiene computadora en casa?		Yes / Si <input type="checkbox"/>	No <input type="checkbox"/>
Do you know how to type / Sabe escribir a máquina?		Yes / Si <input type="checkbox"/>	No <input type="checkbox"/>
If yes, what is your skill level? Si sabe escribir, cuál es su nivel de destreza?		Advanced – Avanzado <input type="checkbox"/> Above average – Más del promedio <input type="checkbox"/> Average - Promedio <input type="checkbox"/> Limited - Limitado <input type="checkbox"/>	

Why do you want to take the class of “Introduction to Computers”?  
 Por qué usted desea tomar este curso de “Introducción a la Computación”?

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Are you familiar with computers? / Está familiarizado usando la computadora? 

Yes / SI <input type="checkbox"/>	NO <input type="checkbox"/>
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Explain / Explique. \_\_\_\_\_

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Would you like to take the MOS Certification and the IC<sup>3</sup> certification at the end of this program? Le gustaría obtener las certificaciones de Microsoft Office 2003 (MOS) y el IC<sup>3</sup>? 

Yes / SI <input type="checkbox"/>	NO <input type="checkbox"/>
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Explain / Explique. \_\_\_\_\_

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## *Client Request, Attendance and Consent:*

The goal of this attendance policy is to reward good attendance and eliminate people with poor attendance.

Every participant is responsible for his/her attendance. It's very important that you keep in mind that if you missed a class without an acceptable excuse, the program coordinator will not go over with you on what he/she missed the day before. You must keep in mind that when you are working with computers and you missed a class, you may lose track of the program that the Instructor is trying to teach you. So it is very important to come to class **every day**.

Class attendance is required and contributes to the class participation grade. **3** tardy marks are equivalent to 1 absence. (You considered late after **10** minutes) Leaving class early is also considered a tardy. Any student missing more than **3** classes will automatically result in the revocation of all computer privileges.

The purpose of the Computer Technology Learning Center is to provide qualifying students with challenging curriculum beyond the regular classroom. In order to have the best teaching and learning environment in the classroom, appropriate behavior is necessary on the part of all students. Students will not be allowed to disrupt learning opportunities for others.

In the CTLC, the following rules and guidelines are in effect:

## *Computer Technology Learning Center (CTLC) - Computer Lab Rules*

1. The CTLC resources may not be used **WITHOUT COMPLETION** and submission of a signed consent form.
2. **VIOLATION** of any part of the Technology Learning Center Use Policy or failure to use the computer workstations appropriately and responsibly may result in the revocation of all computer privileges as determined by the Computer Program Director.
3. Computer labs are to be used only for **ACADEMIC PURPOSES**.
4. **ACADEMIC WORK TAKES PRIORITY** over other work. Students reading email, surfing the net, playing games or involved in other non-academic activities must give up a computer if a student needs it for class work.
5. The display or transmission of **GANG WEBSITES, GANG PICTURES, GANG SIGN, OBSCENE OR HARASSING** materials is prohibited. (**Do not open Myspace, MiGente or Blackplanet**) (If you have a question if the website is ok, ask the Computer Instructor).
6. Using the CTLC resources to send **DISRESPECTFUL, HARASSING COMMUNICATION** is strictly prohibited.
7. **DISRESPECTFUL LANGUAGE**, body language or gestures are not allowed.
8. **NO VIOLENT GAMES** (If you have a question if the game is ok, ask the Computer Instructor).
9. **CHAT ROOMS** are prohibited in the Computer Lab.
10. **NO FOOD, DRINK OR GUM CANDY** are not allowed in the Computer Lab at any time.
11. Students must **TURN CELL PHONE AND ELECTRONIC PAGER OFF** while using the computer lab.
12. Please be considerate of others while working in the lab by **BEING QUIET** (No Loud conversations or disturbing behavior in the lab, radio, etc).

13. Do not make **ANY CHANGES** to the appearance of the computer (e.g. wallpaper, screensaver, etc.).
14. **DO NOT INSTALL ANYTHING** onto the computers without prior authorization from the computer program coordinator. All the software has to be used in accordance with copyright laws.
15. You are not permitted to use any **COMPUTER ANYWHERE** in the building other than room 301.
16. All students are expected to do their own work. Copying or sharing projects will constitute a **GRADE OF ZERO**.
17. Students must limit their printing of documents to less than **10 PAGES** unless authorization is granted from the Computer Instructor.
18. Do not print from internet because it **WASTES PAPER**, rather copy and paste to Word Document. This may prevent waste of printing only header and / or footers on pages that will be thrown out.
19. The computers have to be **SHUT IT DOWN IN THE PROPER MANNER** (DO NOT just hit the power button or desk switch). (Press Ctrl – Alt – Delete and then Shut Down)
20. When you finish working in the Computer Lab, **PLEASE PUSH IN THE CHAIR**.
21. **GOOD CITIZENSHIP**, respect for property and cooperation should be demonstrated at all times.
22. Students must follow the **DRESS CODE**.
23. **RESPECT LAYC PROPERTY** and do not mark computer, chairs, tables, mouse pad, others.

## ***Client Agreement***

This form is used to gain student access to the Computer Technology Learning Center resources. These technology resources may include internet access, software, computer use and access to network resources such as file servers and printers. Users may use the CTLC resources and the internet for educational purpose only.

Please read the attached technology use rules and sign this agreement. Your signature indicates that you agree to follow the rules.

I have read and understand the Computer Technology Learning Center rules; I agree to use LAYC – Computer Technology Learning Center resources in an appropriate and responsible manner. If I violate the rules, I understand that my privileges may be taken away, I may be disciplined and/or appropriate legal action may be taken.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Client Signature

\_\_\_\_\_

Date

## ***Test/Lab Policies:***

- If you are absent on the day of an exam it is your responsibility to reschedule a make up exam. Make up exams will be allowed for emergencies or legitimate absences. The final exam must be taken on the day given and cannot be made up.
- All exams must be made up within one week of the scheduled exam.
- Late assignments will be assessed a late penalty for each day the project is late. Penalties will be given starting the close of the day the project is due.
- No assignments will be accepted after the final exam.
- All students are expected to do their own work. Copying or sharing projects will constitute a grade of zero.
- Certificate of Completion will be awarded, required score will be 80%

## ***Course Grading:***

10% - Class Participation  
40% - Sectional Exams and Pop Quizzes  
20% - Homework  
30% - Final Exam  
100% Total