## **IN-PERSON** BUSINESS/COMPUTER SKILLS LAB

The NOCE Business and Computer Skills Lab is now open. The lab is available for students who need access to a computer and software programs to complete course-related activities. In addition, the lab is staffed by an instructor who can provide inperson support with technology and computer questions related to Canvas, MyGateway, MS Office applications, and much more.

## **On Campus Guidelines:**

- All students must wear a face covering per CDC guidelines.
- Maintain social distancing of six feet by adhering to maximum occupancy signage, one-way directional signs and by sitting in designated student stations.
- Upon arrival, complete COVID-19 Screening Form before entering the building.
- Intake will include a temperature check.
- Additional guidelines will be provided to students after making an appointment.

## **Additional Information:**

- Students must register for the CCTR 100 course at least 48 hours in advance.
- Lab is open Mondays Thursdays.
- Appointments are required to come on campus and access the Business and Computer Skills Lab.
- Appointments are only available for 11 a.m. or 3 p.m. arrival.
- Students can stay in the lab up to a maximum of two (2) hours.



## NOW OPEN

BUSINESS/ COMPUTER SKILLS LAB

**Appointment Required** 

Register online through Microsoft Bookings. Click here on <u>Student Appointment</u> To RSVP

Any Questions? Contact the CTE Office 714.808.4915 <u>careers@noce.edu</u>



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