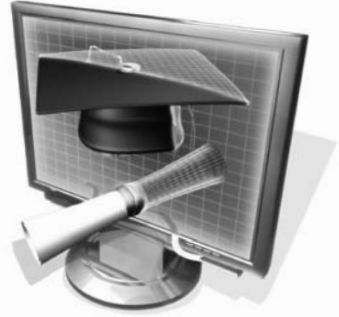


# ONLINE COURSES

*If you are applying after the first day of class, you can pick up an add slip from the instructor on any of the training sessions listed, or contact your instructor by email.*

**For Online Class Descriptions, go to [www.lasc.edu](http://www.lasc.edu), then click on Online Courses.**



## HOW TO APPLY:

To apply online go to

**<http://www.laccd.edu>**

click on Application for Admissions. Be sure to print out the signature sheet and mail to:

## ADMISSIONS OFFICE SSC-125

Los Angeles Southwest College  
1600 West Imperial Highway  
Los Angeles, CA 90047-4899

Once your application is processed, you will receive an email with your registration appointment. To apply in person, complete and submit an application to the Admissions Office SSC-125. Questions? Call (323) 241-5320.

Monday - Thursday: 8:00 a.m. to 7:00 p.m.  
& Friday: 8:00 a.m. to 3:00 p.m.  
Saturdays: 2/1 and 2/8 only  
9:00 a.m. to 1:00 a.m.

**HOW TO ENROLL IN AN ONLINE CLASS:**  
**<http://www.laccd.edu>**  
**click on Enroll in Class.**

Enroll by phone using the Student Telephone Enrollment Program (S.T.E.P.) system until Thursday, January 3, 2008. See pages 8 & 10 for instructions or enroll in person at the Admissions Office.

## HOW TO PAY FOR TUITION AND FEES:

Payment for classes may be done in person in the Business Office at the time of enrollment of the Business Office. Please note: Students cannot pay for fees via credit card online. Students cannot pay for fees via credit card via using (S.T.E.P.) system. See the Financial Aid Office for fee waiver information and eligibility requirements.

Fees for online courses are the same as for other LASC courses. Students taking only online courses will not be charged a health fee.

## BUSINESS OFFICE:

**SSC-213 • (323) 241-5301**

Monday - Thursday: 8:00 a.m. to 7:00 p.m.  
& Friday: 8:00 a.m. to 3:00 p.m.  
Saturdays: 2/1 and 2/8 only  
9:00 a.m. to 1:00 a.m.

## WHICH ENGLISH CLASS TO TAKE:

Students wishing to enroll in an English class are required to demonstrate appropriate placement level through the English assessment process unless documentation showing the necessary prerequisites is provided. After taking the English or ESL assessment test, a counselor will recommend the appropriate class placement.

# ONLINE COURSES

## COMPUTER APPLICATIONS OFFICE TECHNOLOGY

### COMPUTER APPLICATIONS OFFICE TECHNOLOGY 64 - OFFICE ADMINISTRATION LABORATORY (CR/NCR) - 1 UNIT

Prerequisite: None. (Laboratory Fees: \$10)  
 0849 lab 4:25 hrs/wk TBA -  
 C L MAGEE LL 208

*Online Class: Online orientation to be held on campus, Thursday, February 7, 2008 at 12:30 p.m in LL206. Please contact instructor at (323) 241-5337.*

### COMPUTER APPLICATIONS OFFICE TECHNOLOGY 82 - MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE (CSU) - 3 UNITS

Prerequisite: None. (Lecture 2 hours, Lab, 3 hours) (Laboratory Fees: \$10). Next Face-to-Face Winter/spring 2008  
 0841 lab 5:25 hrs/wk TBA -  
 J D PERRET LL 206

*Online Class: Online orientation to be held on campus, Saturday, February 9, 2008 at 8:00 a.m. to 10:00 am in LL202. Please contact instructor via email: Perretjd@lasc.edu.*

### COMPUTER APPLICATIONS OFFICE TECHNOLOGY 84 - MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING (CSU) (RPT 2) - 3 UNITS

Prerequisite: CAOT 1D or 1.  
 0842 lab 5:20 hrs/wk TBA -  
 O VALDIVIA LL 206

*Online Class: Online orientation to be held on campus, Saturday, February 9, 2008 at 10:00 a.m. to 12:00 p.m. in LL206.*

### COMPUTER APPLICATIONS OFFICE TECHNOLOGY 85 - MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET (CSU) - 3 UNITS

Prerequisite: None. Lecture 1 hour: Lab, 4 hours with homework.

#### Evening Classes

3831 lab 5:25 hrs/wk TBA  
 J D PERRET LL202

*Online Class: Online orientation to be held on campus, Saturday, February 9, 2008 at 10:00 am in LL202. Please contact instructor at (323) 241-5337.*

## ENGLISH

### ENGLISH 101 - COLLEGE READING AND COMPOSITION I (UC:CSU) - 3 UNITS

#### Evening Classes

4022 3:35 hrs/wk TBA  
 STAFF ONLINE

*Online Class: Online orientation to be held on campus, Wednesday, February 6, 2008 at 6:30-9:30 p.m in TEC340.*

4023 3:10 hrs/wk TBA  
 C NORRIS ONLINE

*Online Class: Online orientation to be held on campus, Wednesday, February 6, 2008 at 6:30-9:30 p.m in Tec340. Please contact instructor via email: Norris@email.lasc.cc.ca.us.*

### ENGLISH 102 - COLLEGE READING AND COMPOSITION II (UC:CSU) - 3 UNITS

#### Evening Classes

4025 3:10 hrs/wk TBA -  
 S V DILLON ONLINE

*Online Class: Online orientation to be held on campus, Wednesday, February 6, 2008 at 6:30-9:30 p.m in Tec340. Please contact instructor via email: emailmyprofessor@yahoo.com*

