Instructional Technology Outreach Computer Labs Have Been Upgraded!

Instructional Technology Outreach (ITO) provides three Professional Development Computer (PDC) labs for LACOE-wide trainings and professional development use. The computer labs are located in the Educational Center at 9300 Imperial Hwy, Downey, CA 90242 in rooms 151, 280 and 288.

Equipment

EC-151 has 20 Windows (Windows 8) computer stations, one presenter station, VGA connection for a laptop and a single presentation screen.

EC-280 has 24 Apple (OS X) computer stations, one presenter station, a VGA connection for a laptop and a VGA connection for a document camera, web cameras, and dual presentation screens. The dual screens can be split between the different presentation devices.

EC-288 has 40 Windows (Windows 8) computer stations, one presenter station (Windows 8), VGA connection for a laptop and dual presentation screens. The dual screens can be split between the different presentation devices.

Standard Software

Standard software installed on all computers includes:

- Windows: Office 2013, Internet Explorer, Mozilla Firefox, Google Chrome
- Apple: Office 2011, Safari, Mozilla Firefox, Google Chrome, iMovie, Garage Band, Photos, iTunes, QuickTime

Making a Reservation

Contact ITO at ito@lacoe.edu to check for available dates.

Complete and submit PDC Lab Reservation Form to ITO.

Reservation requests must be submitted on the reservation form. Email and verbal requests cannot be accommodated. A confirmation email will be sent to the requestor within two days after a completed form has been received. Please contact ITO if a confirmation email is not received.

ITO will work in conjunction with the Help Desk when the use of non-standard software is part of a reservation. ITO will submit a Help Desk request based on the details regarding the software and licensing information included on the PDC Lab Reservation Form. Software installations must be requested at least two weeks prior to the reservation date.

The following information must be provided:

a. Software name
b. Source for installation: DVD | Internet | Flash Drive | External Hard Drive
c. How many computers will need the software installed?
d. Is there a license key required to install the software?
e. How many copies of the software are allowed to be installed under the license?
f. Is the software installed using a trial version license? How long is the trial version active for?
g. What other applications are required to be installed to support the software? Examples of this are applications like Adobe Flash, Shockwave, Java, or Silverlight.

NOTE: LACOE Technology Services abides by generally accepted warranty disclaimer and software license agreements.