

## **APPENDIX A**

### **TECHNOLOGY AVAILABLE AT BRIARWOOD COLLEGE 2005 - 2006**

#### **1. Computer Use Philosophy**

Briarwood College is committed to the philosophy that the use of computer technology will become part of everyone's day-to-day lifestyle. Computer usage will not be centered in the business world; it will be just as routine every home, car, train, plane and office as is a telephone. Briarwood College wants to ensure that every student becomes comfortable using a personal computer (PC).

PCs are available for Internet access, instructional classes, and **unsupervised usage** of tutorials and application software. Please do not use a PC unless you are in or have taken a keyboarding or word processing class or have had training off-campus.

**If you are required to submit typed papers before receiving PC Word Processing training, have another person data enter them or type them on a typewriter.**

#### **2. PC Locations**

| <b>PCs</b> | <b>Printer</b> | <b>Location</b> |              | <b>Purposes</b>   |
|------------|----------------|-----------------|--------------|---|
| 4          | 1              | LeConche        | Library      | 1. Card Catalog<br>2. Database Research   |
| 16         | 1              | LeConche        | Computer Lab | 1. Tutorials<br>2. Internet<br>3. Database Research<br>4. Student Assignment Completion |
| 18         | 1              | LeConche        | Room 4       | 1. Classroom Instruction  |
| 18         | 1              | LeConche        | Room 6       | 1. Classroom Instruction  |
| 1          |                | LeConche        | Room 12      | 1. Classroom Instruction  |
| 12         | 1              | Liquori         | Room 3       | 1. Classroom Instruction  |
| 18         | 1              | Founders        | Room 6       | 1. Classroom Instruction  |
| 21         | 1              | Founders        | Room 7       | 1. Classroom Instruction  |
| 24         | 1              | Founders        | Room 8       | 1. Classroom Instruction  |

Additional PCs in other buildings are available to students of specific majors:

|   |   |          |              |                                       |
|---|---|----------|--------------|---------------------------------------|
| 1 | 1 | Liguori  | Room 1       | Broadcasting Lab use                  |
| 1 | 1 | Liguori  | Room 10      | OTA Lab                               |
| 1 | 1 | Liguori  | Room 12      | Pharmacy Tech & Medical Assisting Lab |
| 1 | 1 | Eder     | Room 14      | Dental Lab                            |
| 6 | 1 | Eder     | Room 12      | Health Information Management Lab     |
| 1 | 1 | LeConche | Room 12      | Science Lab                           |
| 5 | 1 | Eder     | Upper Lounge | Student Assignment Completion         |
| 3 | 1 | New Hall | Lounge       | Student Assignment Completion         |

Briarwood College does have additional PCs located on its campus but their usage is limited to performance of administrative functions, not to completion of student class work. Work Study students are not to use administrative PCs for personal use.

### 3. Computer Lab

The college provides 16 PCs for student use in an area adjacent to the Library called the Computer Lab. Students may use the Computer Lab whenever the Library is staffed.

#### Computer Lab Hours

Monday - Thursday: 8:30 am - 9:30 pm  
Friday: 8:30 am - 4:30 pm  
Saturday: 11 am - 6 pm  
Sunday: 4 pm - 9:30 pm

#### Hours of Computer Lab Assistants

Monday - Thursday: 10 am - 9:30 pm  
Friday: none  
Saturday: 11 am  
Sunday: 4 pm - 9:30 pm

Should all PCs in the Computer Lab be in use, **the Student Computer Lab Assistant will locate additional PCs. Since other PC classrooms will be locked when not in use**, the Lab Assistant will need to confer with a Library staff member. Computer classrooms will be locked unless a teacher is conducting a class.

Technology is available to Briarwood students and faculty, not to the general public. Therefore, during the first month of each semester (or until Lab Assistants recognize fellow classmates) students may be asked to show their Briarwood ID.

### 4. Software Support

Students are hired annually for employment in the Computer Lab and are available to assist students with software challenges. Computer Lab Assistants can be identified by an orange sign located on top of their PCs. Please note that the College will attempt to cover all authorized open hours; however, the students' class schedules may occasionally cause a time period to be uncovered. If a Computer Lab Assistant is not available, please see a Library staff member for assistance.

### 5. Location of Software Applications

|            | LeCONCHE | FOUNDERS | LIGUORI | SOFTWARE APPLICATIONS accessed through |   |                                     |
|------------|----------|----------|---------|--|---|-------------------------------------|
| * **ROOMS* | ROOMS    | ROOM     | ROOM    | Windows'2000                           |   |                                     |
| 2          | 3        |          |         |  |   | Catalog                             |
| 2          | 3        |          |         |  |   | Computerized Databases              |
| 3          |          |          |         |  |   | Internet access                     |
| 3          |          |          |         |  |   | Tutorials                           |
| 3 - 3 PCs  |          |          |         |  |   | Corel Word Perfect                  |
| 3 - 1 PC   |          |          |         |  |   | Works 2000                          |
| 4          | 6        | 7        | 8       | 3                                      |   | Palm software                       |
| 3          | 4        | 6        | 7       | 8                                      | 3 | Internet Explorer                   |
| 3          | 4        | 6        | 7       | 8                                      | 3 | Adobe Acrobat                       |
| 3          | 4        | 6        | 7       | 8                                      | 3 | 2000-01 Keyboarding (Key Pro)       |
| 3          | 4        | 6        | 7       | 8                                      | 3 | Virus Scanning                      |
| 3          | 4        | 6        | 7       | 8                                      | 3 | MS Word 2003                        |
| 3          | 4        | 6        | 7       | 8                                      | 3 | MS Excel 2003                       |
| 3          | 4        | 6        | 7       | 8                                      | 3 | MS PowerPoint 2003                  |
| 3          | 4        | 6        | 7       | 8                                      | 3 | MS Access 2003                      |
| 3          | 4        | 6        | 7       | 8                                      | 3 | MS Outlook 2003                     |
| 3          | 4        | 6        | 7       | 8                                      | 3 | Microsoft Project 2003              |
| 3          | 4        | 6        | 7       | 8                                      | 3 | Microsoft Publisher2003             |
| 3          | 4        | 6        | 7       | 8                                      | 3 | Microsoft Visio2003                 |
| 3          | 4        | 6        | 7       | 8                                      | 3 | Comprehensive Medical Terminology   |
| 3          | 4        | 6        | 7       | 8                                      |   | Clinical Medical Assisting Software |

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| 3 | 4 |   | 6 | 7 | 8 |   | Administrative Medical Assisting Software |
| 3 | 4 | 6 | 6 | 7 | 8 | 3 | Nutrition Software                        |
| 3 | 4 | 6 | 6 | 7 | 8 | 3 | Dietetic Exam Preparation Software        |
| 3 | 4 | 6 | 6 | 7 | 8 | 3 | Travel Software                           |
| 3 | 4 | 6 | 6 | 7 | 8 | 3 | Computer Concepts (CIS110)                |
| 3 | 4 | 6 | 6 | 7 | 8 | 3 | Elementary Statistics                     |
| 3 | 4 | 6 | 6 | 7 | 8 |   | Tax Accounting                            |
| 3 |   | 6 |   |   |   |   | Quick Books                               |
| 3 |   | 6 |   |   |   |   | TurboTax                                  |

|                |   |
|----------------|---|
| HIM Lab        | Specific Health Information Function Applications |
| OTA Lab        | Specific Occupational Therapy Applications        |
| PHARM Lab      | Specific Pharmacy and Medical Assisting Software  |
| DENTAL Lab     | Specific Dental Office Software                   |
| NETWORKING Lab | Microsoft & Novell Network Operating Systems      |
| RESIDENT HALLS | Microsoft Office                                  |

## 6. Network Security

The campus is supported by a master Novell network using several file servers that separate administrative, classroom, lab, student information, Internet, and E-mail functions. Underground Fiber Optic cables connect Founders, Liguori and Eder Halls back to the servers located in LeConche Hall.

The Novell system requires USER ID and PASSWORD to access network printers, student data and Internet access. Additional security codes are also required by specific software (student information system, financial aid and accounting).

The password to access the network from any PC in all technology rooms in LeConche and Founders Halls will be **student**. The user name should already appear on the Novell login screen. However, if the user name does not appear, it is room#-station # or **rm#-#** [eg rm6-3 which means room 6 - station 3].

## 7. Online Research Databases

The Library has a complete listing of online databases available to Briarwood students. Access is available via the PCs in the Computer Lab and Library, as well as from a student's dorm room. Remote access is also available.

## 8. E-Mail Addresses

Most students coming to Briarwood College already have personal e-mail addresses. Any student not already having an e-mail address will be issued one: [Lastnamefirstinitail@briarwood.edu](mailto:Lastnamefirstinitail@briarwood.edu)

## 9. Technology in the Eder Hall

A. Two computer network jacks in each bedroom. Connecting a student's personal computer through these jacks allows one access to

1. the Internet via the college T1 communication line.
2. Email @ briarwood.edu

NOTE: Internet access via a T1 communication line is about 50 times faster than using a regular phone lines using AOL or some other commercial carrier. T1 access also does not require monthly AOL, SNET, ATT, EARTHLINK charges.

Connection requires the installation of a network interface card (NIC) and necessary software into the students' personal PC. The NIC, including the cost of installation, may be purchased in Business Services located in LeConche Hall. An order form is available in Business Services.

One basic cable jack in each bedroom and the living room.  
Local phone service from living room phone jack. Student would need phone cards for dialing long distance.  
Two phone jacks are wired into each bedroom for students wishing to pay for a private line.  
5 PCs in Eder Hall's upper lounge and 3 PCs in the New Resident Hall for student assignment completion

## 10. Technology Fee

Technology described in sections 2-8 is available to all Briarwood students but not to the general public. Items described in section 9 are only available to students who live in the Resident Hall. To underwrite its commitment to the ever-changing technological environment, Briarwood College (like other colleges) has established an annual Technology Fee. This fee is determined based on a student's Full-time/part-time status and Resident Hall status. Therefore, there are three levels:

Resident Hall Student.....\$ 400 /year

Full-time Commuter.....\$ 200 /year

Part-time Commuter.....\$ 100 /year

Monies from these fees are designated to annual computer/technology maintenance and enhancements to the campus infrastructure.

Multiple networks on campus.

Multiple file servers to support the networks.

Underground fiber optic cabling connects Founders, Liguori and Eder Halls to the servers in LeConche Hall.

Microsoft Office 2003 licenses in all computer classrooms, computer lab and Eder Hall lobby.

A T1 dedicated communication line to connect the College's network to the Internet.

Works 2000 and Wordperfect ver. 11 are installed in the Computer Lab to allow file translation into Office 2000.

A laser jet printer in Eder Hall Lobby to support student use of 5 PCs in Eder Lobby.

Increased numbers of proprietary research databases available through the Library via the Internet.

Biannual replacement of classroom PCs to ensure current technology.

## 11. PC Use Rules:

1. **No food or drinks** by any PC.
2. **Always save your files to a removable diskette (floppy disk either a 3.5" or 5.25" disk) usually in Drive A or Drive B. Never save to the hard drive (drive C:).ALWAYS BRING A 3.5" DISKETTE TO SAY BRIARWOOD PC THAT YOU WISH TO USE.**
3. .Do not interrupt others - do not ask any students for help
- do not make any noise - no muttering, no talking, no sighing, no singing
4. Do not print when others are printing.
5. Do not insert anything other than a disk or CD-ROM into a computer.
6. Do not bring your children or friends into the Computer Lab - it is for Briarwood Students only!
7. You are a **guest** - do not abuse this privilege.

## 12. Internet Use Rules

1. The 16 Computer Lab PCs access the Internet.

## 13. Tutorial Use Rules

1. A number of tutorials have been loaded onto the Computer Lab.
2. Tutorial or CD-ROM use shall have **priority over word processing** or other software usage on the Computer Lab computers.

#### **14. CD-ROM Use Rules**

1. All CD-ROMs and corresponding operating instructions will be packaged with a control log and stored in a locked area in the library.
2. While the Library is staffed, students may check-out CD-ROMs. CD-ROMs should be used only in the Computer Lab or in personal notebooks in the Library. You may be asked to relinquish the CD-ROM after two hours if needed by another student.
3. To use any CD-ROM, students must show a **valid Briarwood College Student ID card** to Library staff.
4. Students must fill out the control log and sign, in order to charge out the CD-ROM.
5. Upon student's return of CD-ROM and instructions, the student must fill out the control log and Library staff member must sign.
6. If CD-ROM and instructions are not returned, the Registrar and Treasurer will be notified and a bill will be sent to the student.

#### **15. Computer Lab Rules**

1. **NO** discourteous behavior
2. **NO** food or drinks
3. Lab is a quiet area. **NO** noise, loud talking, singing or music playing permitted
4. **NO** damage to College property
5. **NO** unauthorized removal of College property
6. **NO** more than ONE person at a PC
7. Viewing/transmitting materials **OFFENSIVE** to anyone in the Lab is **NOT** permitted
8. Internet-PC chat rooms unrelated to educational research are **NOT** permitted
9. You may be asked to present a student ID to the Lab Assistant or Library staff member upon entrance
10. Children or friends are not allowed in the Computer Lab - It is for Briarwood students only!

#### **16. Steps if NOTHING is Displayed on PC's monitor**

1. Touch any key - If PC is in energy-save mode, its monitor will appear as resting
2. Touch **Power** button in base unit - Verify that green light displays by button.
3. Touch **Power** button on monitor - Verify that green light displays by button
4. As **Computer Lab Assistant** for help.

If PC still does not display any images and if there are no other PCs in the room that are able to power up, check room's **master power switch** by door. Flip this switch to the **ON** position.

#### **17. Virus Scan**

Virus software will automatically scan a file when it is accessed.

#### **18. Creating, Printing and Saving a Word Processing Document**

1. Power up PC and wait for Windows'2000 main screen to display.
2. Insert 3.5" diskette into A: Drive.
3. Double click (using Left Button on Mouse) on icon (picture) labeled **MS WORD** or
  - 3.1 Click on Start
  - 3.2 Click on Programs
  - 3.3 Click on Microsoft Word.
4. Name your Document: (Use mouse to point & click on)
  - 4.1 **File** in top tool bar
  - 4.2 **Save As** in drop-down box
  - 4.3 In **Save In** Box, change Drives to A: by clicking on down arrow & highlighting A:  
And In the **File Name** box insert a file name of 1-8 characters in length  
OR In the **File Name** box, insert a Drive and file name [eg: a:klopfer ]

- 4.4 **Save**
- 5. Validate spelling throughout entire document.
- 5.1 Place cursor in top left corner of document.
- 5.2 Point & click on **Tools** in the top tool bar.
- 5.3 Point & click on **Spelling/Grammar** in drop-down box that displays.
- 5.4 Follow the instructions that display.
- 6. View Document (point & click)
- 6.1 **File** in top tool bar
- 6.2 **Page Preview** in drop-down box.
- 6.3 **Zoom In** right tool bar
- 6.4 **Cancel** in right tool bar
- 7. Change placement on page
- 7.1 **File** in top tool bar
- 7.2 **Page Setup** in drop-down box.
- 7.3 **Margins** & follow instructions
- 7.4 **Page Size** & follow instructions to select portrait or landscape printing
- 8. Printing
- 8.1 **File** in top tool bar
- 8.2 **Print** in drop-down box.
- 8.3 **OK** in print box
- 9. Save Document
- 9.1 **File** in top tool bar
- 9.2 **Save As** in drop-down box
- 9.3 If Drive & File Name is correct, point & click on **Save** **else**
- 9.4 In **Save In** Box, change Drives to A: by clicking on down arrow & highlighting A: And In **the File Name** box insert a file name of 1-8 characters  
OR In the **File Name** box, insert a Drive and file name [eg: a:klopfer ]
- 9.5 **Save**

1. **NO Discourteous Behavior**
2. **NO Food, Drinks or Snacks**
3. **NO Noise**
4. **NO Damage to College Property**
5. **NO Unauthorized Removal of College Property**
6. **NO More than ONE Person at a PC**
7. **NO Internet-PC use without a Briarwood ID**
8. **NO Viewing/Transmitting Materials OFFENSIVE to Staff or anyone in Lab**
9. **NO Internet-PC Chat Rooms Unrelated to Educational Research**

## **DISREGARD OF ANY COMPUTER LAB RULE**

**may cause  
immediate expulsion from Computer Lab  
and possible  
suspension of Computer Lab Privileges**