# T/LC Computer Tutoring Lab A-120

- The A-120 Lab has twelve stations and is open for student use during our normal hours.
- The lab is occasionally reserved for classes. Times will be posted in the lab in advance.
- A-119, the "Little Lab," is designated primarily for users of Kurzweil Reader 3000, Dragon Naturally Speaking 6.0, and VistaScan v3.1. The "Little Lab" station has a scanner and speakers for use with these programs. These programs are also available on Station #1 in A-120.

1. All lab users must have a Delta College sign-in name and password to access the computers and the network. T/LC staff can provide temporary network access.
2. All lab users must be signed in at the T/LC desk and have a sign-in card.
3. Lab is for academic and tutorial use only-- **no personal email, web surfing, music, videos, or games.**
4. All Delta College Electronic Resources Access and Use Guidelines must be observed. See complete guidelines here
5. All lab users must respect the rights of other students to have a quiet environment conducive to study and learning.
6. If you are using a program with an audio component, such as PLATO®, you may use your own headphones or lab headphones.
7. Save all work to a floppy or zip disk or flash drive. The C:\ drive is wiped when you log off. You can also email files to yourself
   at your Delta email or other account. Check these Computer Tips for College.
8. The printer is loaded with scrap paper. Use the Open Lab to print clean copies of class materials such as papers and reports.

**A-120 Lab Specs**

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|---|---|---|
| **Operating system** | Windows XP | |
| **Desktop icons** | Internet Explorer<br>Mozilla Firefox<br>Interactive English<br>Kurzweil 3000<br>PLATO® Web Learning Network<br>Recycle Bin | |
| **Startup Menu shows:** | Library Resources<br>VALCAT Online Catalog<br>Internet Explorer<br>Delta Webmail<br>Windows Movie Maker<br>Windows Media Player | My Documents<br>My Recent Documents<br>My Pictures<br>My Computer<br>My Network Places<br>Control Panel<br>Printers and Faxes<br>Help and Support<br>Search<br>Run |

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|---|---|
| **Start/<br>All Programs / Applications** | Adobe Acrobat Reader 5.0<br>Internet<br>Keyboarding Pro<br>Kurzweil educational Systems<br>Microsoft Office<br>-- MS Office Tools<br>-- MS Office Access 2007<br>-- MS Office Excel 2007<br>-- MS Office Groove 2007<br>-- MS Office Infopath 2007<br>-- MS Office OneNote 2007<br>-- MS Office Outlook 2007<br>-- MS Office PowerPoint 2007<br>-- MS Office Publisher 2007<br>-- MS Word 2007<br>-- MS Producer for PowerPoint 2007<br>-- MS Office PowerPoint 2003<br>MS Visual Basic 6.0<br>MS Visual C++ 6.0<br>MS Visual Studio 2005<br>New Perspective Windows XP<br>PLATO® Online<br>Quickbasic 4.5<br>Quicktime<br>Adobe Reader 8<br>Basic Mathematics<br>Interactive English<br>Introductory Algebra<br>Intermediate Algebra<br>PEPSWIN-RD (PEPS test)<br>Preagebra |
| **Station # 1 *also has:*** | ABBYY Fine Reader<br>Epson Scan<br>Kurzweil 3000 Scan<br>Dragon NaturallySpeaking 6.0<br>Ultimate Speed Reader |