

**EL CENTRO COLLEGE
DIVISION OF BUSINESS/PUBLIC SERVICE/
INFORMATION TECHNOLOGY**

FALL, 2011

CLASS NUMBER/NAME: ITSE 2434, ADVANCED VISUAL BASIC.NET
PROGRAMMING

SECTION NUMBER: 5400/9000 ROOM NUMBER: ONLINE

CLASS DAYS/HOURS: MTWRFSU, TBA

COURSE PREREQUISITE: ITSE 1432 OR INSTRUCTOR APPROVAL

BASIC SKILLS REQUIREMENTS: DREA 0093 (CONCURRENT)
DMAT 0090

eCampus Tech Support	
Phone:	(972) 669-6402
Hours:	Mon-Friday - 7:00 a.m. – midnight
	Sat, Sun -3:30 p.m. – midnight

INSTRUCTOR: MS. BONNIE ZHANG

EMAIL: bzhang@dccd.edu

OFFICE: A458

PHONE: (214) 860-2371

VIRTUAL HOURS: POSTED ON COURSE WEBSITE

Student Online Course Expectations

This course is taught entirely online in an asynchronous format with the opportunity to participate in synchronous chat sessions. Your participation (through the discussion postings and chat involvement) is essential to achieve maximum reflection and interactivity with other members of the online learning community. The following represent expectations for online learners:

- **Orientation (Prior to Beginning of Class)**
 1. Schedule an orientation with instructor prior to beginning the course or view the following online orientations:
<http://www.elcentrocollege.edu/Library/guides/videos/ecampus/ecampus.htm>
 2. Log into their course or courses during the first week.
 3. Take a tour of the e-Campus course site to get acquainted with the course.
 4. Update personal information on e-Campus.
 5. Review thoroughly the course syllabus and outline.
 6. Have a valid e-mail address.
 7. Purchase textbooks, materials etc.
 8. Visit the ECC Distance Learning site,
<http://www.elcentrocollege.edu/Program/IT/Distance/>
- **Online Learning Environment**
 1. Complete readings and lab assignments as outlined in the course syllabus for meeting evaluation criteria.
 2. Submit reading and lab assignments as outlined in the course calendar.
 3. Complete lab objectives and skill exams as outlined in the course calendar.
 4. Submit all assignments **using the assignment feature to the instructor by the due date**. Check the calendar or assignment page of the course for due dates.
 5. Receive one opportunity to revise the assignment if the instructor determines the assignment is not comprehensively addressed or requires clarification of writing.
 6. Use basic netiquette. This means respectful in your postings using good grammar, spelling, and proper capitalization.
- **Online Attendance (Course Requirements)**
 1. Learners are required to take an active role in each class and graded upon the following:
 - a. Login to e-Campus at least **three times a week**. Course statistics will be tracked to find out when and where you visited. Online presentations of lectures must be accessed each week. This will be tracked and counted as part of your attendance and included as part of your attendance grade.
 - b. Participate in **weekly online discussion** of specific topic. Check to be sure your discussion is posted and reload if necessary.
 - c. **Email the instructor once a week** to ask any questions regarding assignments, reading materials, etc. If there are no questions, learners are still required to email the instructor to indicate that there are no problems.
 - d. Post an introduction to the discussion section in their first week of class including their name, the number of computer courses completed, their

employment history, and their goals for this course. This will help us get to know one another.

- e. Complete and discuss with classmates their learning styles inventory provided in the online course.

- **Virtual/Regular Lab Hours**

1. Learners are required to:
 - a. View and adhere to the instructor's virtual/regular lab hours and the semester schedule posted on e-campus, outside the instructor's office, and in the Computer Lab (A435).
 - b. E-mail the instructor to schedule an appointment for one-on-one instruction if virtual/regular lab hours conflict with instructor or student schedule.
2. Access the instructor by telephone or e-mail, as posted on e-Campus and the semester schedule as well as the course syllabus.

- **Instructor Expectations**

1. Contact student within 2 days of the start of the class.
2. Respond to e-mails within 48-72 hours from time of posting.
3. Provide and Post a Course calendar.
4. Grade and post assignments within a week of submission.
5. Provide feedback on how you are doing in the course through e-Campus gradebook and comments on assignments.

ITSE 2434
ADVANCED VISUAL BASIC PROGRAMMING
FALL, 2011

COURSE DESCRIPTION

Prerequisites: ITSE 1432 (Introduction to Visual Basic Programming) or instructor consent.

Further applications of programming techniques using Visual Basic. Topics include file access methods, data structures, modular programming, program testing, documentation, client server web applications, graphics and animation programming methods and report design.

This is a four (4) credit hour course. (3 Lec., 4 Lab.)

WECM END-OF-COURSE OUTCOMES: Design and write documented Visual Basic.NET programs with Graphical User Interface (GUI); use ActiveX Data Objects (ADO); and implement a client-server application.

STUDENT LEARNING OUTCOMES:

By the end of this course students will be able to:

- **Acquire** higher-level software development/database skills and knowledge needed to advance their careers.
- **Produce** Visual Basic.NET programs utilizing advanced features of Visual Studio including client-server applications using ActiveX, and data objects.
- **Reinforce skills** by selecting and applying appropriate visual studio-related options, applied to programs based on assignment criteria.
- **Demonstrate advanced knowledge** of Visual Basic.NET by developing and writing documented programs using Graphical User Interface (GUI), designing, debugging and analyzing program code.

COURSE MATERIALS

Textbook: Starting Out with Visual Basic 2010, 5/E, Gaddis & Irvine, Addison-Wesley, 2011.
(ISBN# 978-0-1361-13409)

USB Flash Drive 1G Recommended

FINANCIAL AID STATEMENT

Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. **Students who fail to attend or participate after the drop date are also subject to this policy.**

DROP PROCEDURE/ATTENDANCE

If you are unable to complete the course or courses for which you have registered, it is your responsibility to withdraw formally from the course. You need to speak with and obtain the signature of the course instructor to drop the course. If the instructor is not available, a counselor, advisor, or dean may sign the drop form. Failure to drop will result in a performance grade, usually a grade of "F." If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a "W" (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions office at 214-860-2484 (A169), or contact the division office.

THE LAST DAY TO DROP BY 7 P.M. THURSDAY, NOVEMBER 17, 2011.

Students sometimes drop courses when help is available that would enable them to continue. I hope you will discuss your plans with me if you feel the need to withdraw. There are many alternatives provided for you to complete this class instead of withdrawal.

If you use the 4th floor Computer Center, please **sign in** and **out** to indicate the time you spend satisfying the lab requirements of the course.

STOP BEFORE YOU DROP

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. **You may drop no more than six (6) courses during your entire undergraduate career, unless the drop qualifies as an exception.** Your campus counseling/advising center will give you more information on the allowable exceptions.

Remember that once you have accumulated six non-exempt drops, you cannot drop any other courses with a "W". Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access <https://www1.dcccd.edu/6drop>.

REPEATING A COURSE

Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not

be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. *See Third Attempt to Enroll in a Course at <http://www.dcccd.edu/thirdcourseattempt/>*

ACADEMIC ETHICS

Any violation of the Student Code of Conduct (as printed in the El Centro College Catalog and available at <http://www1.dcccd.edu/catalog/about/standard.cfm>) will be penalized accordingly. All matters of academic dishonesty (plagiarism, collusion, fabrication, cheating, etc.) will result in a failing grade for the assignment in question. All violations will be forwarded to the proper college authorities for review. The college may, at its discretion, impose additional penalties on the student including academic probation, suspension, or expulsion. ANY form of disruptive behavior will not be tolerated.

COURSE OUTCOME:

Students will learn advanced applications of programming techniques using Visual BASIC. Topics include file access methods, data structures, client server web applications, graphics and animation programming methods, and report design.

SCANS	LEARNING OUTCOMES	METHOD OF EVALUATION
Programming with Web Forms:		
3a,3b,3c,3d,4b,4d,5b,6a,6b,7a,7b,7c,7d,7f	Explain the functions of the server and client in Web Programming.	LAB Homework and/or Test Questions
3a,3b,3c,3d,4b,4d,5b,6a,6b,7a,7b,7c,7d,7f	Create a Web Form and run it in a browser	LAB Homework and/or Test Questions
3a,3b,3c,3d,4b,4d,5b,6a,6b,7a,7b,7c,7d,7f	Describe and define various types of Web controls	LAB Homework and/or Test Questions
3a,3b,3c,3d,4b,4d,5b,6a,6b,7a,7b,7c,7d,7f	Design a Web Form	LAB Homework and/or Test Questions
Accessing Database Files within VB.NET:		
3a,3b,3c,3d,4b,4d,5b,6a,6b,7a,7b,7c,7d,7f	Understand Database Terminology	LAB Homework and/or Test Questions
3a,3b,3c,3d,4b,4d,5b,6a,6b,7a,7b,7c,7d,7f	Create Web Projects to display database projects	LAB Homework and/or Test Questions
3a,3b,3c,3d,4b,4d,5b,6a,6b,7a,7b,7c,7d,7f	Allow users to select from a combo box and display a corresponding record	LAB Homework and/or Test Questions

SCANS	LEARNING OUTCOMES	METHOD OF EVALUATION
Saving Data and Objects in Files		
3a,3b,3c,3d,4b,4d,5b,6a,6b,7a,7b,7c,7d,7f	Store and retrieve data in files using streams	LAB Homework and/or Test Questions
3a,3b,3c,3d,4b,4d,5b,6a,6b,7a,7b,7c,7d,7f	Save Values for other programs to use	LAB Homework and/or Test Questions
3a,3b,3c,3d,4b,4d,5b,6a,6b,7a,7b,7c,7d,7f	Check for End of File	LAB Homework and/or Test Questions
Graphics and Animation		
3a,3b,3c,3d,4b,4d,5b,6a,6b,7a,7b,7c,7d,7f	Utilize graphics methods to draw shapes and lines	LAB Homework and/or Test Questions
3a,3b,3c,3d,4b,4d,5b,6a,6b,7a,7b,7c,7d,7f	Create animation by changing pictures at run time	LAB Homework and/or Test Questions
3a,3b,3c,3d,4b,4d,5b,6a,6b,7a,7b,7c,7d,7f	Utilize the Timer component to automate animation	LAB Homework and/or Test Questions
3a,3b,3c,3d,4b,4d,5b,6a,6b,7a,7b,7c,7d,7f	Draw a pie chart using methods of the Graphics object.	LAB Homework and/or Test Questions
Additional Topics:		
3a,3b,3c,3d,4b,4d,5b,6a,6b,7a,7b,7c,7d,7f	Create a multiple document project with parent and child forms	LAB Homework and/or Test Questions
3a,3b,3c,3d,4b,4d,5b,6a,6b,7a,7b,7c,7d,7f	Create data reports using Crystal Reports	LAB Homework and/or Test Questions

COMPUTATION OF FINAL GRADE

2 Major Tests	20%	<u>Grade Evaluation:</u> A= 90-100 B= 80-89 C= 70-79 D= 60-69 F= 59-Below
Lab Exercises	60%	
Project	15%	
Participation in virtual class & online discussions	5%	
Final Grade	100%	

INCOMPLETE GRADE STATEMENT

Incomplete grades are given only in case of extreme emergency and at least 50% of the course requirements must have been completed. Request for an incomplete grade must be justified through a written statement and presented before the drop date to your instructor and Dr. Plog, who will decide if your request can be approved.

CONTINUING EDUCATION STUDENTS MUST COMPLETE ALL PROJECTS AND TESTS IN ORDER TO RECEIVE A CEU AWARD.

COMPUTER CENTER HOURS OF OPERATION

The El Centro Computer Center, Room A435, is open to all students from:

7:30 a.m. to 10:00 p.m. Monday through Thursday
7:30 a.m. to 5:00 p.m. Friday
8:00 a.m. to 5:00 p.m. Saturday
1:00 p.m. to 5:00 p.m. Sunday

Room A431 is open to all students from:

5:00 p.m. – 9:00 p.m. Friday

NOTE: *In order to use the College Computer Center A435, you **must** have a **current student I.D.***

There is no specific lab time assigned for this class. You may select a time that is convenient for your schedule. Instructors will be on duty at various times during the day and night. There will be limited assistance provided by lab personnel. On the average, lab personnel may spend no more than 3-5 minutes per student at any given time.

Other guidelines and procedures concerning the use of the computer facilities and services will be provided in additional handouts.

All lab work must be completed by Thursday, Dec. 15, 2011 at 5 p.m. NO EXCEPTIONS!

CLASSROOM RULES AND EXPECTATIONS

All students are required to practice courteous, respectful, cooperative behavior at all times, as this would be the norm in any higher education or work environment.

To avoid distractions in the classroom, students will:

- Arrive on time and stay until class is dismissed;
- Be prepared and stay on task;
- Leave all food, drink, candy and gum outside the classroom;
- Listen courteously to one speaker at a time, with no interruptions and no side conversations;
- Generally behave as mature adults would in the workplace.

CELL PHONE

In order not to interrupt the class session, students are asked to place all cell phones and pagers on vibrate prior to the beginning of the class.

GRIEVANCE PROCEDURES

Students are expected to follow established procedures of the appropriate division in handling academic issues, such as grade appeals. El Centro College requires that other complaints and disputes (that cannot be resolved by the persons directly involved) be referred initially to the Ombudsman Office for informal, confidential resolution. Additional grievance procedures and the Student Code of conduct are outlined in the El Centro College Catalog, available in hard copy in advisement or on the web at www.elcentrocollege.edu.

RELIGIOUS HOLY DAYS STATEMENT

A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the fifteenth day after the first day of the semester, the student notified the instructor of each class scheduled on the date that the student would be absent for a religious holy day. A “religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. The notice shall be in writing and shall be delivered by the student personally to the instructor, with receipt acknowledged and dated by the instructor or by certified mail, return receipt requested, addressed to the instructor. A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

CHILDREN ON CAMPUS

El Centro College strives to protect an environment most conducive to teaching and learning for all enrolled students. Minor children may not be brought to classrooms, labs, testing areas or study areas of the college. This practice is disruptive to the learning process. Children who are taking part in organized scheduled activities, or who are enrolled in specific classes, are welcomed. For reasons of security and child welfare, the college will not permit unattended children to be left anywhere on the premises. Students/Parents who have problems with childcare should visit the advisement/counseling center or the Adult Resource Center to receive referrals to childcare services in the area.

COMPUTER USE POLICY

This class will require you to utilize campus computers. Please see the computer use policy for the district under the student code of conduct at <http://www1.dcccd.edu/cat0406/ss/computer.cfm>

SOFTWARE COPYING POLICY

Copying computer software without the expressed written permission of the copyright holder may be unlawful and subject to civil and criminal penalties. To protect you, the college and the copyright holder, **no software used to complete the lab exercises may be copied by students.**

DISABILITY ACCOMMODATIONS

Any student who may need accommodations due to a disability and/or special needs should contact the Disability Services Office, Room A110, phone number (214) 860-2411. (Voice/TTY), visit A110, or go to http://www.elcentrocollege.edu/Student_Services/Disability/

CAMPUS EMERGENCY OPERATION PLAN

El Centro College and the Dallas County Community College District have developed policies and procedures for dealing with emergencies that may occur on campus. To familiarize yourself with these procedures, please take time to watch the overview video:
http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv

OTHER PROCEDURES

Lab Protocols & Student Behavior

All students are responsible for the security of the lab and maintaining the hardware and software in good condition. No food or drinks are permitted in the lab. Copying materials that are covered by Copyright is illegal. Most printed, graphic, audio and video commercial materials are covered by Copyright. Do not load your personal software onto the lab computers. Be sure to label all of your diskettes, tapes or personal media with your name and the name of the class so they do not become lost or erased. Students needing to use a digitizing peripheral will arrange permission from the instructor and the student who may be using the station to which the peripheral is attached. Use of the peripheral needs to be planned in advance to minimize the time the work station is dedicated to the digitizing function

After successful completion of the Internet Development Technologies Program, the student will be seeking employment in a professional field that requires creativity, problem-solving skills, and intense dedication to a collaborative work environment. Internet Development Technologies is a high-tech profession which changes rapidly as new innovative products reach the market place and as such requires a commitment to life-long learning. The instructional strategies utilized during class, nurture the development of these skills and simulates real world, on the job experiences. Keep these issues in mind as your work within the small-group environment. Encourage creative discussion, collaborative research, timely completion of assigned activities and act responsibly and professionally with anyone you interview as a part of course assignments.

Security

Only students who present ECC ID are permitted in the lab. El Centro College Police will ask any person unable to show proof of registration to leave. Students are responsible for their personal clothing, books or software. Any personal items left in the lab at night will not be available until the next working day. No El Centro books or software are to be removed from the classroom without written permission of the Program Director.

Software

All software used for teaching is licensed to El Centro. Making a copy for personal use or removing the software is illegal. Anyone doing so will be dropped from the program and/or prosecuted. Students who discover a problem or bug in the software are requested to write a note to the instructor explaining which software on which Student Station is not working and what the problem is. This will help get the problem solved quickly.

Hardware

Students having difficulty getting hardware to function properly are requested to move to another Station, if possible, and fill out a "Technical Support Request Form. Repair of equipment will occur as soon as possible. Students should "logout" and turn off computer, monitor and peripherals before leaving the lab, unless otherwise directed by faculty or lab assistants. Moving peripherals or changing cables is not permitted unless faculty or lab personnel are present. During classes the Instructors will determine whether the computers should be left on or turned off. Any accidents involving computers or peripherals must be reported to the Instructor. Unless the damage was due to negligence no charge will be made. If everyone follows these guidelines the lab will continue to provide quality service.

Printing Resources

Each workstation is connected via the classroom network to the printers. Print only final drafts and finished products that are connected to the class requirements. Copies printed in B267 and B265 are \$.10 per page. Changing cartridges, adding toner or maintaining the printers in any other way is a job faculty or lab personnel will coordinate.

COURSE OUTLINE

These dates may vary slightly, however, this outline provides you with target dates so you can plan your semester to meet assignment deadlines. Unless posted in the eCampus area for announcements, a virtual class will be held online for each of the corresponding dates as listed below.

The instructor may alter this course outline at any time due to time constraints, loss of school days, or unforeseen problems with computer equipment, labs, etc.

Week of	Reading Assignment	Laboratory Assignment	Test Points	Lab Points
1 – 2	Chapter 7	<ol style="list-style-type: none"> <u>1.</u> Read Pages 407 - 460 <u>2.</u> Complete Programming Challenge 1, Conference Registration System, Page 465 <u>3.</u> Complete Programming Challenge 6, Skateboard Designer, Page 470 		100
3 – 4	Chapter 8	<ol style="list-style-type: none"> <u>1.</u> Read Pages 473 - 530 <u>2.</u> Complete Programming Challenge 2, rainfall Statistics, Page 536 <u>3.</u> Complete Programming Challenge 13, Phone Number Lookup, Page 540 		100
5 - 6	Chapter 9	<ol style="list-style-type: none"> <u>1.</u> Read Pages 541 – 586 <u>2.</u> Complete Programming Challenge 4, Video Collection, Page 594 <u>3.</u> Complete Programming Challenge 9, Image Viewer, Page 595 		100
7	Review and Exam1		100	
8 – 9	Chapter 10	<ol style="list-style-type: none"> <u>1.</u> Read Pages 597 - 665 <u>2.</u> Complete Programming Challenge 2, Kayak Rental Prices, Page 667 <u>3.</u> Complete Programming Challenge 5, Karate Member Dates, Page 669 		100

Week	Reading Assignment	Laboratory Assignment	Test Points	Lab Points
10 - 11	Chapter 11	<ol style="list-style-type: none"> <u>1.</u> Read Pages 673 - 724 <u>2.</u> Complete Programming Challenge 4, Long- Distance Calls, Page 727 <u>3.</u> Complete Programming Challenge 6, Karate Schedule Details, Page 728 		100
12 – 13	Chapter 12	<ol style="list-style-type: none"> <u>1.</u> Read Pages 729 - 778 <u>2.</u> Complete Programming Challenge 1, Email Address Book, Page 786 <u>3.</u> Complete Programming Challenge 6, Account Class, Page 788 		100
14	Exam 2 Final Project	Project must have prior approval before you start working on it.	100	
15 - 16	Final Project Due		150	

Accessing eCampus

(Accessing your course on the internet - Students)

To Login

- Start your internet browser (you need Firefox 3.5 (preferred) or Internet Explorer 7 or 8(in compatibility mode))
- Go to <http://ecampus.dccd.edu/>
- Input your student ID number with an “e” in front of student ID number. This is the Username. (ie. e1253407)
- Tab over to the Password slot
- Input your student ID number with an “e” in front of the student ID number. This is used for the Password also (ie. e1253407).
- Click on the Login button

This will get you to your Homepage tab on eCampus called "My DCCCD".

Under the Tools area, you can check your grades for your eCampus courses, read the course announcements, send email to your instructor, change your password, input your email address and your personal information on eCampus.

To Access Your Course:

- Click on the Courses Tab or
- Click on the underlined title of your course

You may then click on the tabs on the left side of your screen to access specific areas within your course.

To Input Your E-mail Address

- Click on the Personal Information (in the Tools area)
- Input your E-mail address
- Scroll down to the bottom and click Submit (on the bottom left side of your screen)

To Change Your Password

- Click on the Personal Information (in the Tools area)
- Click on Change Password
- Input your new password
- Input the new password again to confirm it
- Click Submit (on the bottom left side of your screen)

Once you change your password, you will have to use your new password to login in the future.

To Check Your Grades

- Click on My Grades (in the Tools area)
- Then click on underlined title of the course

To E-mail Your Instructor (or Classmate)

- Click Send E-mail (in the Tools area)
- Select the appropriate course
- Select one of the options that are listed (e.g. All Instructors, Select Users, All Groups, etc.)
- Type in the Subject and the message
- Select Add if you want to add alternates, Click Browser button, Locate file to be attached.
- Scroll down and click Submit

If you have any questions or need assistance, you may contact Tech Support at (972) 669-6402.

EL CENTRO COLLEGE COMPUTER CENTER, ROOM A435
LAB RULES
FOR ALL ECC FACULTY, STAFF & CURRENTLY ENROLLED STUDENTS

General Rules

1. Food, drinks and the use of cellular phones, or web phones will not be permitted in the lab.
2. Children may not be present in the lab at anytime.
3. Computer games are not to be played on the computers.
4. Walkmans, CD/MP3 players, radios, or music CDs are permitted, but must be used with headphones, ear buds, etc. and cannot be heard by the next person in the area you are seating in. If you can't abide, you will be asked to leave.
5. No downloading of music or playing musical tones from websites.
6. No personal software may be installed or downloaded from the Internet onto the hard drive of the computer by faculty, staff or students.

Lab Specific Rules

1. During peak times of the day, there is an enforceable computer usage time limit. Internet usage will be limited to a 15-minute session. Ask one of the lab assistants for further clarification.
2. Files may not be saved to the hard drive.
3. Software that comes with student books may not be downloaded onto the computer.
4. (Advanced level CIT students only) Configuration files may be modified only in the presence of your instructor on designated computers.
5. Hardware components may be exchanged only by authorized lab personnel.
6. Internet users are not to leave set bookmarks at the end of each individual session.
7. In order to print, you must have a print account with your 7-digit student/faculty/staff ID number, a 4 digit numerical password, and at least \$1 in paper currency at the Add Value Station at front of Computer Center. There is a \$.10 charge to print or photocopy in black & white and there is a \$.50 charge to print or photocopy in color. See lab personnel should you have questions.

Check-in and out at Front Counter/Sign-on and out procedures with AccuTrack on computers

1. All students are required to provide his/her current student ID throughout the entire semester. If you should lose or misplace your student ID, a copy of your paid fee receipt can be obtained from the Cashier's Window on the second floor of Building A, window A244, or Admissions, A158, on the first floor of Building A. This will be acceptable for that visit only and with proper photo ID. Your student ID can be made for you in the SPAR office, B270, second floor of Building B.
2. All faculty and staff members wanting to use a computer must provide his/her staff ID in order to be assigned a computer.
3. It is recommended that you have a jump/flash drive or some other type of storage medium for saving your class assignments.
4. At the computer you have been assigned, type in your 7-digit student ID number at the AccuTrack welcoming screen and press ENTER. Upon completing your computing session, click on START, Shutdown, and Restart to re-boot the computer. Prior to leaving the Computer Center, return the computer placard to the front counter.

Service Provided by Lab Assistants (Identified by badges)

1. Explain how to properly sign-in to AccuTrack
2. Explain printer and copier operations and re-stock paper for each
3. Assist user with accessing software
4. Solve minor software and hardware problems requiring further assistance
5. Service reports of equipment malfunction

IMPORTANT REMINDERS:

Lab assistants are not expected to know how to use all lab software or be familiar with you class assignments. Instructors should be consulted for assignment content questions and associated problems.

El Centro College Scans Statement

What Are Scans Skills?

These are the skills that employers need the most from their workers. SCANS skills are the predictors in the workplace.

Who Defined these Skills?

In 1989, the U.S. Departments of Labor and Education jointly surveyed U.S. employers to find out the most important skills and competencies needed by workers.

The results of the survey identified SCANS (Secretary’s Commission on Achieving Necessary Skills).

ECC Students and SCANS

El Centro College is committed to the preparation of our students for success in the workplace.

All El Centro College courses provide learning outcomes which result in the mastery of SCANS skills. Although each course will not include every SCANS skill, each course syllabus will identify the specific SCANS skills and competencies taught in that course.

Throughout a formal program of study (Certificate, Degree or Transfer Program) a student will have the opportunity to master all SCANS skills and competencies.

SCANS Workplace Competencies				
1 Managing Resources	2 Interpersonal Skills	3 Information Skills	4 Systems Knowledge	5 Using Technology
1.a. Manage Time	2.a. Work on Teams	3.a. Acquire and evaluate data	4.a. Work in social systems	5.a. Select equipment and tools
1.b. Manage Money	2.b. Teach Others	3.b. Organize and maintain data	4.b. Work in technological systems	5.b. Apply technology to tasks
1.c. Manage Materials	2.c. Serve Customers	3.c. Interpret and Communicate data	4.c. Monitor and correct systems	5.c. Maintain and troubleshoot technologies
1.d. Manage Space	2.d. Lead Others	3.d. Process data with computer	4.d. Design and improve systems	
1.e. Manage Human Resources	2.e. Negotiate Conflict			
	2.f. Work with Diversity			

SCANS Foundation Skills		
6 Basic Skills	7 Thinking Skills	8 Personal Qualities
6.a. Reading	7.a. Creative thinking	8.a. Responsibility
6.b. Writing	7.b. Decision making	8.b. Self-esteem
6.c. Arithmetic/Math	7.c. Problem Solving	8.c. Sociability
6.d. Speaking	7.d. Thinking logically	8.d. Self-Management
6.e. Listening	7.e. Seeing things in the mind’s eye	8.e. Integrity
	7.f. Reasoning	