



HARRISBURG AREA COMMUNITY COLLEGE
TECHNOLOGY DIVISION COURSE SYLLABUS
Summer 2015
CIS 105-- Introduction to Software for Business

Instructor: Tara M. Faro

Office Location: Lancaster Main 334

Email: tmfaro@hacc.edu (In accordance with AP772, questions will be responded to within two business days)

Secretary's Phone: Cindy Sierk (717) 358-2980

Class meeting times: none – online class, CRN 1080 7-6-15 to 8-13-15

Office hours: Fridays 9:30 AM – 10:30 AM online in MyITLab (but I check email daily)

Refund Dates: see <http://www.hacc.edu/NewStudents/RegisterOnlineGuide/Add-Drop-Deadlines.cfm>
July 9 for 100% refund; July 13 for 50% refund.

CATALOG DESCRIPTION:

Provides a fundamental understanding of computers and familiarizes students with the interaction of computer hardware and software. Emphasis is on the application of computers and "hands on" use of software applications, including word processing, spreadsheet, file and database management.

PREREQUISITES: Completion of ENGL 003, or 007, and ENGL 051 with a grade of C or higher or their equivalents.

MATERIALS REQUIRED:

Text: GO! with Office 2013, Volume 1. Gaskin, Vargas & McLellan ©2014 | Prentice Hall, **Custom Edition for HACC**. ISBN: 1269374311, 1269638955 or 1-2697-3088-6. Bundled with MyITLab.

MyITLab Course ID: Summer 2015 Course ID for our class is **hacc65696** (see page 11 of syllabus for login details)

You will be expected to use MyITLab for assessment, assignments and training. Free access to MyITLab is provided by the publisher for 14 days, in case of a delay in purchasing. Access to MyITLab comes with purchase of a new textbook bundle at the HACC bookstores. If a used textbook was purchased, you will need to separately purchase the MyITLab software access code....you will be given the option online when you register with MyITLab to purchase the code for \$89. For any technical issues with MyITLab, please contact their technical support (details at www.MyITLab.com).

We will NOT be using D2L this semester.

Data Files: The data files bundled on CD with the book and that are required to complete the exercises in this textbook are also located on the website http://wps.prenhall.com/bp_go_office_2013_vol1/236/60543/15499074.cw/index.html

Hardware: all supplied on campus in library, or to work from home you will need to ensure you have the following:

- Personal computer with minimum required processor P5 Core 2Duo. Core i3 or higher preferred.
- 1 GB RAM (32-bit), 2 GB RAM (64-bit) recommended for graphics features,
- 3 GB of available hard-disk space
- CD-ROM or DVD drive (unless you download the student data files from the link above under **Data Files**.)
- 1280 x 1024 resolution. 1024 x 768 minimum. 96 DPI "smaller 100%".
- USB drive (1GB minimum) for transporting files to and from class (files will be automatically deleted on shut down on any HACC computer. Recommended for all students as a backup of files if stored on your computer.
- Graphics hardware acceleration requires a DirectX10 graphics card.
- Sound card and speakers; mouse (not a touchpad on a laptop)!
- Cable or DSL modem.

Software required to work at home:

- PC: Windows 7 or 8 operating system (you will learn about both but the majority of the quiz will be Windows 7). Simulation homework may **NOT** work with Windows 8.1
- Mac: 10.6 up to and including 10.10 (run the Mac set-up program from MyITLab's site before beginning)
- Recommended: Office 2013 (Word 2013, Excel 2013 and Access 2013) or Office 365.
 - a. As a HACC student, you may install Office 365 free for one year. Follow the instructions at the end of this syllabus.
 - b. Trial 60-day downloads are available at link: <http://technet.microsoft.com/en-us/evalcenter/jj192782.aspx>
 - c. You may take advantage of your school email address and consider purchasing Office 365 University through Microsoft's student discount at the following link. Current price is \$70 for 1-year subscription: <http://www.microsoft.com/student/discounts/theultimatesteal-us/default.aspx>
 - d. Purchase Office 365 Home Premium for \$7 monthly
<http://office.microsoft.com/en-us/buy/buy-microsoft-office-2013-suites-and-office-365-subscriptions-FX102886268.aspx>
- MyITLab – used for completing all homework, quizzes and exams.
Access code supplied with new textbook bundle. If using a used textbook, you will be given the option online when you register with MyITLab to purchase the code for around \$100. The student is responsible for insuring proper use of MyITLab. Instructions may be found on the MyITLab homepage. **MyITLab support is provided by Pearson, not by HACC.** For any technical issues with MyITLab, contact the MyITLab help desk at: **1-844-292-7016. Instructors will respond to questions regarding content NOT technical issues.**
- Chrome 39+ is the recommended web browser. Mac: Safari 6+, Chrome 23+, Firefox 17+
Do NOT use Internet Explorer.

LEARNING OUTCOMES:

Upon successful completion of this course in computer concepts, the Windows operating system, word processing, electronic spreadsheet and data base programs, the student will be able to:

- Identify and explain the purpose of the various computer components.
- Create, save, edit, move and manage files locally, and interact with networked files
- Explain the functions and applications of the three major types of computer applications programs
- Prepare, edit, format, save/retrieve, and print various documents using Word
- Prepare, edit, format, save/retrieve, and print worksheets containing text, numbers, formulas, and charts using Excel
- Design, create, populate, and update a database; query and filter records; and produce printouts of the results using Access

COURSE CONTENT: *schedule of activity may vary by instructor*

1. **Basic Computer Concepts**
 - a. Four Basic Computing Functions
 - b. Computer Types
 - c. Hardware Devices and Uses
 - d. Software Types and Uses
 - e. Network Overview
 - f. Safe Computing Practices

2. Windows 7 – Getting Started

- a. Basic Screen-Navigation Skills
- b. Managing Windows – Sizing, Moving, Scrolling, etc.
- c. Creating New Folders
- d. File Management – Copy, Move, Delete, Rename, etc.
- e. Introduction to Windows 8

3. Word Processing - Word 2013

- a. Creating Documents
 - i. Create a New Document and Insert Text
 - ii. Objective 2 Insert and Format Graphics
 - iii. Objective 3 Insert and Modify Text Boxes and Shapes
 - iv. Objective 4 Preview and Print a Document
 - v. Change Document and Paragraph Layout
 - vi. Create and Modify Lists
 - vii. Set and Modify Tab Stops A
 - viii. Insert a SmartArt Graphic
- b. Creating Table and Templates to Create Resumes and Cover Letters
 - i. Create a
 - ii. Add Text to a Table
 - iii. Format a Table
 - iv. Create a New Document from an Existing Document
 - v. Change and Reorganize Text
 - vi. Use the Proofing Options
 - vii. Create a Document Using a Pre-Designed Template
- c. Creating Research Papers, Newsletters, and Merged Mailing Labels
 - i. Create a Research Paper
 - ii. Insert Footnotes in a Research Paper
 - iii. Create Citations and a Bibliography in a Research Paper
 - iv. Format a Multiple-Column Newsletter
 - v. Use Special Character and Paragraph Formatting
 - vi. Create Mailing Labels Using Mail Merge

4. Spreadsheet - Excel 2013

- a. Creating a Worksheet and Charting Data
 - i. Create, Save, and Navigate an Excel Workbook
 - ii. Enter Data in a Worksheet
 - iii. Construct and Copy Formulas and Use the Sum Function
 - iv. Format Cells with Merge & Center and Cell Styles
 - v. Chart Data to Create a Column Chart and Insert Sparklines
 - vi. Print, Display Formulas, and Close
 - vii. Check Spelling in a Worksheet
 - viii. Enter Data by Range
 - ix. Construct Formulas for Mathematical Operations
 - x. Edit Values in a Worksheet
 - xi. Format a Worksheet
- b. Using Functions, Creating Tables, and Managing Large Workbooks
 - i. Use SUM, AVERAGE, MEDIAN, MIN, and MAX
 - ii. Move Data, Resolve Error Messages, and Rotate Text
 - iii. Use COUNTIF and IF Functions and Apply Conditional Formatting
 - iv. Use Date & Time Functions and Freeze Panes
 - v. Create, Sort, and Filter an Excel Table
 - vi. Format and Print a Large Worksheet
 - vii. Navigate a Workbook and Rename Worksheets
 - viii. Enter Dates, Clear Contents, and Clear Formats

- ix. Copy and Paste by Using the Paste Options Gallery
- x. Edit and Format Multiple Worksheets at the Same Time
- xi. Create a Summary Sheet
- xii. Format and Print Multiple Worksheets in a Workbook
- c. Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools
 - i. Chart Data with a Pie Chart
 - ii. Format a Pie Chart
 - iii. Edit a Workbook and Update a Chart
 - iv. Use Goal Seek to Perform What-If Analysis
 - v. Design a Worksheet for What-If Analysis
 - vi. Answer What-If Questions by Changing Values in a Worksheet
 - vii. Chart Data with a Line Chart

5. **Database - Access 2013**

- a. Getting Started with Access Databases
 - a. Identify Good Database Design
 - b. Create a Table and Define Fields in a New Blank Database
 - c. Change the Structure of Tables and Add a Second Table
 - d. Create and Use a Query, Form, and Report
 - e. Save and Close a Database
 - f. Create a Database Using a Template
 - g. Organize Objects in the Navigation Pane
 - h. Create a New Table in a Database Created with a Template
 - i. Print a Report and a Table in a Database Created with a Template
- b. Sort and Query a Database
 - a. Open an Existing Database
 - b. Create Table Relationships
 - c. Sort Records in a Table
 - d. Create a Query in Design View
 - e. Create a New Query from an Existing Query
 - f. Sort Query Results
 - g. Specify Criteria in a Query
 - h. Specify Numeric Criteria in a Query
 - i. Use Compound Criteria
 - j. Create a Query Based on More Than One Table
 - k. Use Wildcards in a Query
 - l. Use Calculated Fields in a Query
 - m. Calculate Statistics and Group Data in a Query
 - n. Create a Crosstab Query
- c. Forms, Filters, and Reports
 - a. Create and Use a Form to Add and Delete Records
 - b. Create a Form by Using the Form Wizard
 - c. Modify a Form in Design View and in Layout View
 - d. Filter Records
 - e. Create a Report by Using the Report Tool
 - f. Create Reports by Using the Blank Report Tool and the Report Wizard
 - g. Modify the Design of a Report
 - h. Print a Report and Keep Data Together

COURSE CALENDAR: This is just a guide and subject to change. *Assignment due dates can be found in MyITLab calendar. Students are encouraged to work from the calendar to ensure no graded assignments are missed.*

Week	Reading (Required BEFORE class for on-campus sections)	For Practice (Not for Credit)	Homework (Required) and Quizzes/Tests (Required)
1 Due Sun. July 12	MyITLab Introduction	Review the materials in MyITLab found in Course Materials, under General Course Content (such as the syllabus and any other material posted there).	Register and log into MyITLab. Run the Browser PC Setup Program. Complete the Syllabus Questionnaire, located in MyITLab under Course Materials, or found on the MyITLab calendar (due in 1 week). 5 points
	Go! with Basic Computer Concepts—Getting Started	Text: Read the chapter. MyITLab: Review materials and end-of-chapter review questions	<u>Computer Concepts Quiz</u> 10 points
	Go! with Windows 7—Getting Started & Intro to Windows 8	Text: Read the chapter, practice the content. MyITLab: Review materials and end-of-chapter activities	<u>Windows 7 Quiz</u> 20 points
2 Due Sat. July 18	Go! with Microsoft Word 2013 – Chapter 1	Text: Read the chapter, practice the content MyITLab: Review materials, interactive videos	Word Chapter 1 End-of-Chapter Questions 5 points Simulation Training 5 points Simulation Exam 10 points
	Go! with Microsoft Word 2013 – Chapter 2	Text: Read the chapter, practice the content MyITLab: Review materials, interactive videos	Word Chapter 2 End-of-Chapter Questions 5 points Simulation Training 5 points Simulation Exam 10 points

3	Go! with Microsoft Word 2013 – Chapter 3	Text: Read the chapter, practice the content MyITLab: Review materials, interactive videos	Word Chapter 3 End-of-Chapter Questions 5 points Simulation Training 5 points Simulation Exam 10 points
			Word Multiple Choice 20 points and Simulation Exam 80 points
	Jul. 25	Go! with Microsoft Excel 2013 – Chapter 1	Excel Chapter 1 End-of-Chapter Questions 5 points Simulation Training 5 points Simulation Exam 10 points
4		Go! with Microsoft Excel 2013 – Chapter 2	Excel Chapter 2 End-of-Chapter Questions 5 points Simulation Training 5 points Simulation Exam 10 points
	Due Sat.	Go! with Microsoft Excel 2013 – Chapter 3	Excel Chapter 3 End-of-Chapter Questions 5 points Simulation Training 5 points Simulation Exam 10 points
	Aug. 1		Excel Multiple Choice 20 points and Simulation Exam 80 points
5		Go! with Microsoft Access 2013 – Chapter 1	Access Chapter 1 End-of-Chapter Questions 5 points Simulation Training 5 points Simulation Exam 10 points
	Due Sat.	Go! with Microsoft Access 2013 – Chapter 2	Access Chapter 2 End-of-Chapter Questions 5 points Simulation Training 5 points Simulation Exam 10 points
	Aug. 8		
6		Go! with Microsoft Access 2013 – Chapter 3	Access Chapter 3 End-of-Chapter Questions 5 points Simulation Training 5 points Simulation Exam 10 points
	Due Thurs.		Access Multiple Choice 20 points and Simulation Exam 80 points ** Must be completed by midnight, 8-13-15
	Aug. 13		

ATTENDANCE POLICY:

Students are responsible for all class-related work and assignments. *Your assignments can be found on the MyITLab calendar and are due on or before the due date.*

Online classes move very quickly. You will be expected to keep up with the weekly assigned chapters and homework. In this online class, there is no regular meeting time. However, two important attendance rules must be adhered to:

1. Students must complete the scheduled exams within the assigned time period.
2. Students are expected to actively participate in the course at least twice weekly and complete all homework assignments in a timely manner (by the assigned due dates).

Active participation in the course includes: submitting an assignment, taking a quiz or exam, participating in interactive tutorials or discussions.

Instructors have the right drop a student from the course for excessive excused or unexcused absences whereupon the student will be given a grade of "F" or "W". Excessive absence is considered when students do not actively participate in the course for over 1 week for online summer courses or for over two weeks during Spring/Fall semester classes.

The College is required by law to make attendance reports to the relevant agencies of students who are funded by veterans' benefits, social security payments, and various other federal, state, or private scholarship programs. Students in programs that are accredited/approved by external agencies must observe these special attendance policies delineated by the external agencies and contained in the printed course syllabus.

METHOD OF INSTRUCTION: Virtual (online simulations and discussions)

COURSE REQUIREMENTS:

To successfully complete the course, each student will be required to:

- Read all print materials as assigned
- Take all exams and quizzes by assigned dates
- Complete all homework assignments by the dates and times indicated
- Participate in required discussions
- Check email and log into MyITLab at least twice per week
- Check announcements and calendars in MyITLab

GRADING SYSTEM: *Points are approximate and subject to change*

Homework:	185	points
Quizzes (2):	30	
Tests (3):	300	
Total:	515	

All Homework, Quizzes, and Exams for which you get credit will be posted on the Assignment Calendar in MyITLab. Any other training, videos, etc. from the course are for practice and no points are earned for those.

Grade	Percentage
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	below 60%

Please inform the instructor of any problems when they arise. However, if you leave the assignment, quiz, or exam until the last minute and then encounter unexpected personal or technical issues, this does not automatically extend your deadline.

MAKE-UP TEST POLICY:

Make-up tests are discouraged in fairness to all concerned. However, in the event of an emergency, arrangements can be made upon my earliest notification for a valid reason. If a make-up test is required without advanced notice, you must have a documented excused absence. (i.e., doctor's note, obituary notice etc.). If a make-up test is permitted by the instructor without advance notice and/or without proper documentation from the student, a 10% penalty may be assessed against the exam grade for each day the exam is delayed. No student may delay the final. You are expected to complete the final when scheduled.

LATE ASSIGNMENT POLICY:

It is the responsibility of the student to complete and submit all assignments on the due date in the manner specified at the time of the assignment. In the event that an assignment is not submitted by the deadline on the specified due date, no credit will be awarded.

EXTRA CREDIT: Does not exist in this class. There is no need if you do your work on time.

WITHDRAWAL POLICY:

The instructor, upon request of the student, will grant a "W" grade from the end of the refund period until the final day of the course before finals week, as defined in the College calendar. The student must be attending class in a manner consistent with the instructor's attendance policy, have completed the required graded material, and have not been dishonest in completing the course work in order to be eligible for the "W" grade. To request a withdrawal, you MUST send it via your HAWK mail account to tmfaro@hacc.edu. See the college calendar for semester specific dates. My reply will serve as a substitution for signature when you submit your completed DAW form and my email to the Virtual Campus at virtualdrops@hacc.edu. It is up to the student to be aware of any financial aid consequence of withdrawing from the class.

OFFICE FOR DISABILITY SERVICES (ODS):

Students who wish to register to receive services from the Office for Disability Services (ODS) should provide documentation of disability to the campus ODS Director. Documentation requirements are determined by disabling condition. Three disability categories exist: medical disabilities, psychiatric disabilities, and learning disabilities. Attention deficit disorder is classified as a medical disability. In addition, students who are recent high school graduates may submit an evaluation report from their high school. Disability Services contacts for all physical campuses can be found at the following link: <http://www.hacc.edu/Students/DisabilityServices/Contact-Disability-Services.cfm>

ACADEMIC SUCCESS/SUPPORT SERVICES:

HACC's Learning Centers provide tutoring and academic skills development at no cost to full and part time HACC students. The Learning Centers are staffed with trained peer and professional tutors who know how to help you succeed. Tutoring for a variety of courses is offered most days, evenings, and on a walk-in basis. An updated tutoring schedule can be found for each campus at HACC's web page.

ACADEMIC DISHONESTY POLICY:

Academic dishonesty is defined in Administrative Procedure 594. A partial description of this procedure is given below.

“Academic dishonesty is defined as an intentional act of deception in which a student seeks to claim credit for the work or effort of another person, or uses unauthorized material or fabricated information in any academic work.” It includes, but is not limited to:

- A. Cheating - giving or receiving answers on assigned material, using materials or aids forbidden by the instructor ... unauthorized possession of examinations....
- B. Plagiarism - offering someone else's work, words, or ideas as one's own or using material from another source without acknowledgement.
- C. Interference – interfering without permission with the work of another student, either by obtaining, changing or destroying the work of another student.
- D. Buying or selling of term papers, homework, examinations, laboratory assignments, computer programs, etc.
- E. Falsifying of one's own or another's records
- F. Knowingly assisting someone who engages in A - E above.

Penalties for students found to have committed academic dishonesty include, but may not be limited to, the following:

- A. Lowering of a grade or failure for a particular assignment,
- B. Lowering of a grade, failure, and/or dismissal from the course.
- C. Disciplinary probation-may include a limit on credits, mandatory repeat of a course, etc.
- D. Suspension from a curriculum.
- E. Suspension from the College

CHEATING POLICY: Instructor reserves the right to dismiss a student who has been academically dishonest, as defined above, from the class and report the incident to the Behavioral Intervention Team (BIT) for further disciplinary action.

WHERE DO STUDENTS GO FOR HELP?

HACC	MyITLab Pearson Publishers	<u>Your Campus Welcome Center</u>
<p>HelpDesk (717) 780-2570 On-Campus Ext. 4357 (HELP) 7:30 AM - 5:00 PM Monday - Friday</p> <p><u>Helpdesk@hacc.edu</u></p> <ul style="list-style-type: none">Any issues logging into or accessing the MyHACC portal (to access D2L) or emailIssues with campus computers	<p>1-844-292-7016</p> <p><u>http://myitlab.com/Student_Support</u></p> <ul style="list-style-type: none">They also provide chat and email support for technical issues with MyITLab, 24/7. See their website for links.	<ul style="list-style-type: none">Questions about your HACCid or HACCWeb PINQuestions about<ul style="list-style-type: none"><u>financial aid</u>course registration<u>HAWKMail</u><u>HACCWeb</u>advising

EEOC POLICY 005:

It is the policy of Harrisburg Area Community College, in full accordance with the law, not to discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, gender, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, genetic history/information, or any legally protected classification. HACC recognizes its responsibility to promote the principles of equal opportunity for employment, student admissions, and student services taking active steps to recruit minorities and women.

The Pennsylvania Human Relations Act ("PHRAAct") prohibits discrimination against prospective and current students because of race, color, sex, religious creed, ancestry, national origin, handicap or disability, record of a handicap or disability, perceived handicap or disability, relationship or association with an individual with a handicap or disability, use of a guide or support animal, and/or handling or training of support or guide animals.

The Pennsylvania Fair Educational Opportunities Act ("PFEAct") prohibits discrimination against prospective and current students because of race, religion, color, ancestry, national origin, sex, handicap or disability, record of a handicap or disability, perceived handicap or disability, and a relationship or association with an individual with a handicap or disability.

Information about these laws may be obtained by visiting the Pennsylvania Human Relations Commission website at www.phrc.state.pa.us.

If an accommodation is needed, please contact the disability coordinator for your campus:
<http://www.hacc.edu/Students/DisabilityServices/Contact-Disability-Services.cfm>

HACC—Lebanon Campus and Virtual Learning

Deborah Bybee—Coordinator, Disability Services

104F

735 Cumberland Street

Lebanon, PA 17042

Phone: 717-270-6333

Email: dabybee@hacc.edu

REGISTERING AND LOGGING INTO MYITLAB

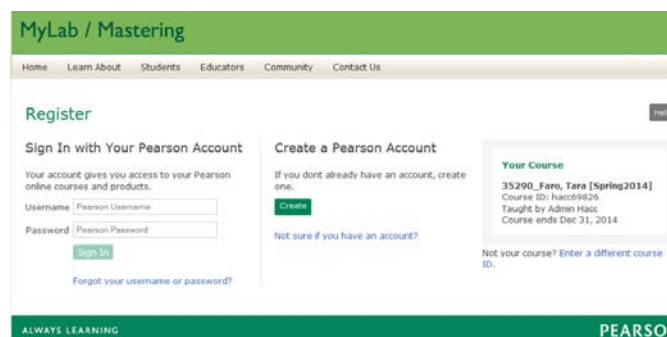
1. Go to www.myitlab.com or <http://pearsonmylabandmastering.com/> . Choose 2013 version.

2. To register for the first time, click Register (as Student), then provide our Course ID (see page 1 of this syllabus). It begins with **HACC** then several digits. Click continue.

3. If you already have a Pearson account sign into it. (Valid for 12 months from the date the account was activated). Otherwise, click Create. Then enter your HACC email, create a username, password, etc.

4. If you purchased a new textbook bundle from HACC, it will include an access code for MyITLab inside the book. Click the Access Code button, then enter your access code in the boxes indicated. It is usually a 30 character code.

If you purchased a used book without an access code, you will need to buy the code now. Cost is about \$100.



5. After completing step 4, you'll be taken into our course.

6. In the future, use the program icon to start MyITLab from your desktop, then clear your browser's history (you should be using Chrome), then click Sign In. This step is very important to ensure MyITLab runs properly!

7. Once you enter our course, use the menu on the left to periodically check:

- Home – weekly reminders and updates
- Course Materials – all material (both assigned and unassigned) : lessons, quizzes, tests, videos
- Assignment Calendar (lists due dates)
- Grades
- Communication Tools - email, chat, discussions
- Student FAQ (common issues with browsers, Macs, etc)
- eText link (if you purchased it)

8. If you have any issues with MyITLab:

- ✓ Did you run the Browser PC Setup (from MyITLab's website)? Then launch MyITLab from the desktop icon that was created. This ensures the proper browser settings and resolution each time you open the program. <http://www.pearsonmylabandmastering.com/northamerica/myitlab/students/support-office-2013/system-requirements/index.html>
- ✓ Did you clear your browser's history, immediately after launching MyITLab from the desktop icon, but before signing into MyITLab?
- ✓ Are you using a mouse? Touchpads on laptops are not as precise within MyITLab.
- ✓ If questions are cut off your screen in the simulations, press Ctrl - (your zoom level is over 100%).
- ✓ Recommended browser: Chrome (do NOT use Internet Explorer). Operating system: Win 7 or 8 (not 8.1)
- ✓ If using a Mac, run the Mac set up program from MyITLab's website. See the link above in the first bullet.
- ✓ If problems persist, contact MyITLab support at **1-844-292-7016** or http://myitlab.com/Student_Support
- ✓ If you can't use MyITLab from home (due to technical issues) plan to use a HACC campus computer instead. It is your responsibility to meet all deadlines. Do not attempt work on the final due dates.

MyITLab Overview

MyITLab is a course management system. We will use it for training with Microsoft Office apps, as well a method of accessing course materials and lessons, email, discussions, course calendar and more.

When you access our course, you see a menu of MyITLab features on the left. In the center of the screen are any recent notifications.

CIS 105 Home: lists important notifications from your instructor.

Course Materials: access ALL course material **here (both assigned and unassigned)**. Includes course lessons, quizzes, tests, videos and other material.

Assignment Calendar View all scheduled assignments, quizzes and tests. More will be posted as the course progresses.

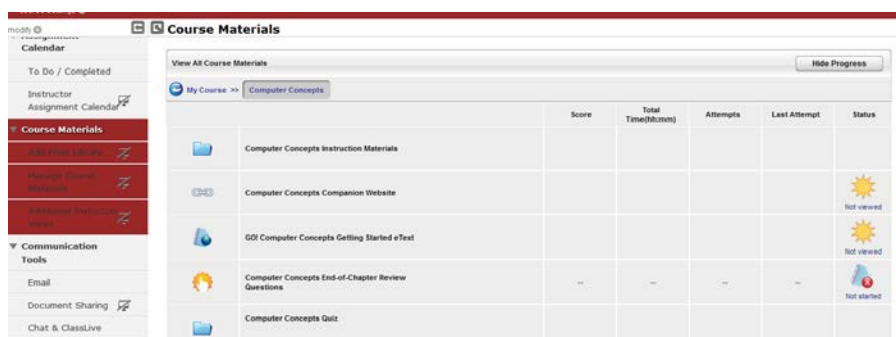
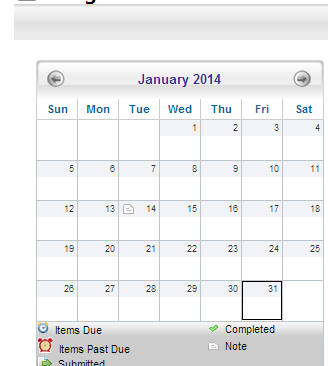
Communication Tools

Email, Chat, Discussion Postings

Grades: to view grades for an item, first click on it on the left of the screen..

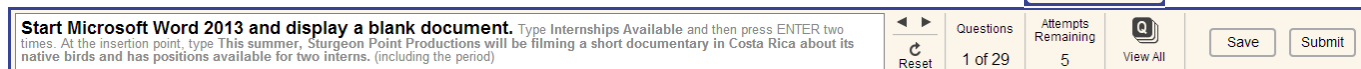
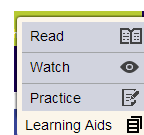


Assignment Calendar



MyITLab Homework for Word, Excel and Access consists of:

- End-of-Chapter questions. Prepare for the multiple choice portion of the exam with these. 3 attempts (highest grade recorded). 5 points.
- Simulations. Prepare for the simulation portion of the exam with these.
 - “Simulation Training” 5 attempts (highest grade recorded). 5 attempts per question. Free use of Learning Aids (Read, Watch, Practice). 5 points.
 - “Simulation Exam” (Not actually exams). 5 attempts (highest grade recorded), 5 attempts per question. No Learning Aids. 10 points.



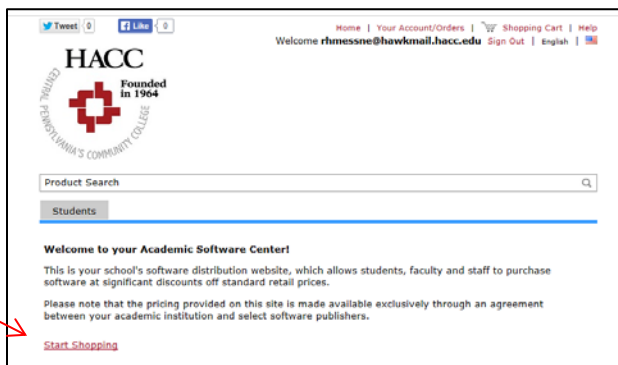
Microsoft Office 365 Pro Plus Instructions

Word, PowerPoint, Excel, Outlook, OneNote, Publisher, Access
Free download to HACC students for 1 year



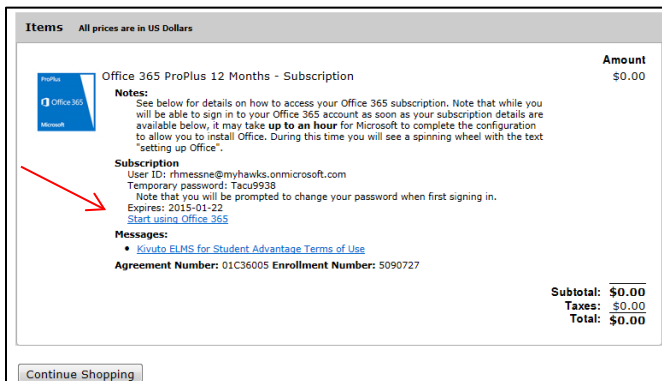
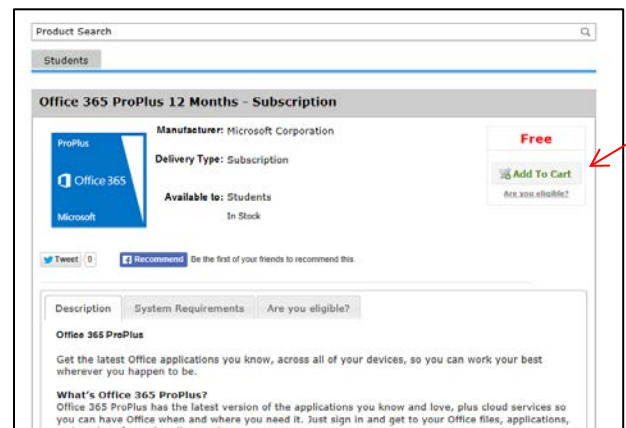
1. Go to <http://hacc.onthehub.com> login page

2. If you have not already registered, you must use your "@hawkmall.hacc.edu" email address to register.



3. Once you have successfully registered, you can sign in, "start shopping", choose the Microsoft Office 365 product, and add it to your shopping cart.

4. Once finished, click the "check out" button and follow the verification prompts, then click the "proceed with the order" button.



5. Finally you will see a link to the Office 365 download which will be valid for a term of one-year.