How To Succeed In This Course

With this unit, we are entering the main portion of the course. While the beginning of the course focused on the basics of how to use a computer and the Internet, this portion of the course is designed to teach you the essentials of several of the key software applications included in Microsoft Office.

For each software application we cover, you will need to complete the assigned readings from your textbook and then work through the assigned video tutorials, which will walk you step-by-step through how to perform various tasks.

Then, you should complete any quizzes that are assigned for that Learning Unit.

Next, we encourage you to complete any optional exercises we have provided in the Learning Unit. While these are not graded, they can help you gauge how well you are understanding the lessons and whether you can apply what you’re learning to an actual project.

For each optional exercise, you will be given instructions on how to complete the exercise, as well as a correctly completed exercise key. Complete the exercise yourself, following the instructions. Then, after doing it yourself, compare your finished work with the correctly completed exercise key to see if you made any mistakes.

If you complete the exercise correctly yourself or if you are able to understand where you went wrong by comparing yours to the exercise key, then you should be ready to move on.

Finally, complete the graded assignment(s) for that Learning Unit and submit by the due date found in your Course Schedule.

Please note: It is vital that you submit assignments on time. Don’t count on assignments being accepted after their due dates at the college level. Expect late assignments to earn a zero. Also, be sure that you complete each assignment on your own, which means that it reflects only your own work. Do not work with other students, either in this course or previous ones, when completing your assignments. Submitting someone else’s work as if it is your own is lying and cheating. It will result in a zero for the assignment and possibly failure of the course. You can also be reported to the Dean. We don’t want this to happen to any of you. It’s not worth sacrificing your integrity for an assignment.

Rather than waiting until the last minute, budget your time carefully so that you’re able to work through both the readings and video tutorials with plenty of time before you have to submit a graded assignment. This way, you have time to contact your professor, if you have any questions, and there is still time for the professor to respond before your assignment is due.

Poor planning on your part does not mean you will receive an extension on the due date.

Also, please be sure to carefully complete all assigned readings, watch the tutorials, and read the assignment instructions before asking for help. Your professors are glad to help you, but they also expect you to have read the materials they have already provided, beforehand. This is because you will
find the answers to most questions there. If, after working through these materials, you still have questions, then feel free to contact your professor for assistance. We’re here to help.

**Another tip:** The instructions for most assignments are quite detailed. If you read and follow them carefully you can avoid losing points unnecessarily. Take your time and follow directions.

Equipped with this information, you should be ready to do a great job. Let’s get started!