

ITSE-1294 Information Technology in Health Care Occupations Guidelines

1. If you work on assignments from home, you must have Windows 98 or *higher* as the operating systems and a CD-ROM drive. The new version, **MS Office 2007** will be used for the purpose of this class. MS Office 2003 may be used, but the versions are *quite* different. The Temple College Open Labs in the Watson Technical Center (Room 501) or the Library are good sources to have access to these applications as well.
2. Read carefully the section entitled ***Before You Begin*** (pages x to xvi) in The Practical PC textbook. This section explains how to save your chapter tests to a *tracking file*. If you have problems with this, please let me know in class or email me so that I can help you. The *default* location for the *tracking.trk* file is the A: Drive (floppy). To create your *tracking.trk* file on your C: hard drive or flash drive, you can change the location to C: or E: or F: as you save the tracking file.
3. The first time you start the book on CD you will be asked if you want the software to check for a tracking disk/file. Answer **"Yes."** The software will scan your formatted diskette/hard drive/flash drive and if a tracking file *does not* exist you will be asked *what you would like to do*. Click the button labeled **Create**. Fill in your *full first and last name* in the spaces provided. For the **"User ID"** please type *your last name*. For the **"Section"** please type the course section number, **ITSE 1294**.
4. The software creates the **"tracking"** file on the storage device that you specify (floppy disk, hard drive, or flash drive). Before you start a lesson through the electronic textbook (CD-ROM), make sure you have your diskette in the Floppy A: or select the device where your tracking file was created), so your tests scores will be saved. **NOTE:** The tracking file can be stored on your hard drive (Drive C:), or Flash Drive (if using a Flash Drive, make sure it is inserted into the USB port). To select your tracking file, Click on **File**, Select **Change Tracking Options**, and Click on the **Open Button**. Browse to find the device and then click on your Tracking filename. See the **Before You Begin** section, pages xvi-xv of The Practical PC textbook for more information
5. **Important:** You must do the **Chapter/Review tests** through the electronic textbook (CD-ROM that accompanies **The Practical PC** textbook). These tests will be part of your homework grades. The Review Tests can be taken as many times as you like, I will record the highest grade achieved for your homework grade. I would suggest taking them often to reinforce your knowledge and to be used as study guides for the Midterm and Final Exams.