

OTEC 1822 Microsoft Excel

Memo From: Jean Guerber, Instructor
Spring Semester 2016

Welcome to **OTEC1822 – Microsoft Excel** – it will be my privilege to coordinate your learning activities for this course as your instructor.

Let's cover a few start-up details so your online learning through South Central Online is a rewarding experience. The course begins on January 11, 2016, and it is necessary that you begin participating at that time.

Here are some things I want you to know before we meet online.

Textbook information:

TITLE: *Enhanced Microsoft Excel 2013, Comprehensive – (with MindTap Access Code for SAM 2013 E-Book, Training, Projects and Exams) 1st Edition*
Author: Freund, Jones, and Starks
Publisher: Cengage Learning, 2015
ISBN: 978-1305-78706-3

Source: <http://www.southcentralbookstore.com>

NOTE: You must have the **access code** or you will be unable to participate in this course.

Software requirements:

- Students must have access to Microsoft Office 2013 software (includes Access, Excel, PowerPoint, Word, Publisher, and Outlook) – **More Information on where and how to access Microsoft Office 2013 will be sent to you via SCC email and posted in the course News in D2L on the first day of class as a free download to registered students.**

Instructor contact information:

Throughout the semester, contact me privately using D2L Brightspace's mail feature that will send an e-mail to my South Central College e-mail account (Jean.Guerber@southcentral.edu). Use this same e-mail address if you need to contact me before the start of the semester. You may also contact me by phone at 507-332-5832 (office). I will try to answer all course e-mail quickly. However, I urge you not to save questions until Friday nights. My office is located on the Faribault campus.

You need access to a computer to participate in this course. Your computer will need:

- access to a computer with an Internet connection
- current, supported web browser... Newest version of Firefox or Microsoft Internet Explorer 11.0
- check <http://online.southcentral.edu/students/skillsrequirements.html> for complete technology specs

Course access:

You will have Internet access to the course content through D2L Brightspace. Set your URL to <https://southcentral.ims.mnscu.edu> to Login and you'll reach the course information. Courses will be available January 11, 2016.

Your D2L Brightspace login information is based on your **MnSCU StarID**. To activate your StarID account visit <https://starid.mnscu.edu/>.

To access more information about South Central Online, go to <http://online.southcentral.edu/students>.

Again, WELCOME. I'll see you on the Web!