MA 1020 Medical Office Procedures

Memo From: Roberta Regis, *Instructor*
Spring Semester 2017

Welcome to **MA 1020 – Medical Office Procedures** – 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 9, 2017, with a mandatory attendance on campus class at North Mankato on Wednesday, January 11 from 11:00 a.m. – 12:50 p.m. in room C-169. **Mandatory attendance is required**. You will need to bring your book with MindTap so we as a group can sign into the online program. You will need to purchase new books not used books as there are one-time use access codes that come with your new books that you will be using.

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

Required textbook information:

TITLE:	*Medical Assisting: Administrative & Clinical Competencies,* 8th Edition - MindTap W/2 Term Access Card
Author:	Michelle Blesi
Publisher:	Delmar Cengage Learning, 2017
ISBN:	9781337190466
Source:	http://www.southcentralbookstore.com

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 (Roberta.Regis@southcentral.edu). Use this same e-mail address if you need to contact me before the start of the semester. I will try to answer all course e-mail quickly. However, I urge you not to save questions until Friday nights.
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 9, 2017.

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!