

# OTEC 1860 Microsoft Word

*Memo From: Becky Miller, Instructor*

Spring Semester 2017

Welcome to **OTEC 1860 – Microsoft Word** – 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, 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:** *Microsoft Word 2016, Comprehensive plus MindTap Printed Access Card, 1<sup>st</sup> Edition*  
**Author:** Vermaat  
**Publisher:** Cengage Learning, 2017  
**ISBN:** 978-1-305-88152-5 (without MindTap access card)

This book must be purchased in the SCC Bookstore if you want a hard copy with the printed MindTap Access Card. If you are comfortable using the electronic book, you will have to purchase the MindTap Access Card with a credit card the first time you access this application. The approximate cost of the access card is \$100.00. You will not be able to use your financial aid to purchase the access card separately. If you purchase the book in the SCC Bookstore, you will get everything you need and your financial aid should cover the full cost.

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

## **Other requirements:**

- Students MUST have the Microsoft Windows 8 or Windows 10 operating system

## **Instructor contact information:**

Please do not hesitate to contact me with questions at any time. 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 ([Becky.Miller@southcentral.edu](mailto:Becky.Miller@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 507-332-5873 (office). My office is located on the Faribault Campus room B-109A. I will try to answer all course e-mails quickly. However, I urge you not to save questions until Friday nights.

## **You need access to a Windows-based computer to participate in this course. Your computer will need:**

- Microsoft Windows 8 or 10
- Microsoft Office 2016 - **(More Information on where and how to access a FREE version of Microsoft Office 2016 will be sent to you via SCC email. You will also find information on how to download the software in the Content in the D2L Brightspace course.)**
- 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!