OTEC 2814 Office Procedures

Memo From: Lori Hood, *Instructor*
### Spring Semester 2017

Welcome to **OTEC 2814 - 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, and it is necessary that you begin participating at that time.

OTEC1875 Word Core is a required course that needs to be successfully completed before you enroll in OTEC2814 Office Procedures.

Here are some things I want you to know before we meet online.
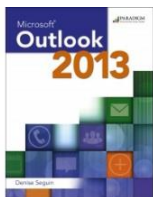
Textbook information:
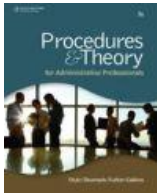
TITLE:	*Procedures & Theory for Administrative Professionals*, 7th Edition – *Includes CourseMate with Career Transitions 2.0 Printed Access Card. Must purchase through the SCC Bookstores* .
Author:	Stulz/Shumack/Fulton-Calkins
Publisher:	South-Western: CENGAGE Learning, 2013
ISBN:	978-1-111-57586-1

TITLE:	*Benchmark Series: Microsoft Outlook 2013* – *Can be purchased used*
Author:	Denise Seguin
Publisher:	EMCParadigm, 2014
ISBN:	9780763852436
Source:	http://www.southcentralbookstore.com

Other Required Resources:
- Students must have access to Microsoft Office 365, which is a free download to all South Central College Students. The software (includes Access, Excel, PowerPoint, Word, Publisher, and Outlook) – *For Office 365 Web Installation instructions, visit* http://online.southcentral.edu/TechnologyGuides/Office2013_WebInstall_ActiveSCC_Students.pdf
- USB Flash Drive
- Adobe Acrobat Reader (free download at http://online.southcentral.edu/students/plug.html)

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 (Lori.Hood@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 507-389-7265 (office). 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 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!