OTEC 2850 Integrated Information Systems

Memo From: Becky Miller, *Instructor*
Spring Semester 2017

Welcome to **OTEC 2850 - Integrated Information Systems** – 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:	*Integrated Business Projects*, Third Edition
Author:	Olinzock, Arney, & Skean
Publisher:	South-Western/Cengage Learning
ISBN-10:	0-538-73109-5
ISBN-13:	978-0-538-73109-6
Source:	http://www.southcentralbookstore.com

Other Required Resources:

- Students **MUST** have the Microsoft Windows 8 or Windows 10 operating system
- Students must have access to Microsoft Office software (includes Access, Excel, PowerPoint, Word, Publisher, and Outlook)
- More Information on where and how to access Microsoft Office will be sent to you via SCC email and posted in the course in D2L Brightspace.
- Download data files from the Internet (instructions are in the preface of the textbook on page viii)

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 (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). I will try to answer all course e-mails quickly. However, I urge you not to save questions until Friday nights. My office is located on the Faribault Campus room B-109A. I will try to answer all course emails 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
- Microsoft Windows 8 or 10
- Microsoft Office - **(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 Brighspace 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!