

Spring 2021 Moraine Park Technical College

MICROSOFT OFFICE SELF-PACED COURSES

January 25 – May 14, 2021

ORIENTATION TIMES	
Beginning Monday, January 25, 2021	
MONDAY Online Orientation Meeting- (Orientations held every Monday throughout the semester.)	Monday Orientation: 11:30 a.m. No appointment needed. Please log onto Zoom session 5 minutes before orientation. Join Zoom Meeting https://zoom.us/j/93491261663?pwd=SVhGbzVPcEU0VkoXQVZQLzhQNHpoUT09 Meeting ID: 934 9126 1663 Passcode: 615021 *Please log in from the computer you will be using to complete class.
WEDNESDAY Online Orientation Meeting - (Orientations held every Wednesday throughout the semester.)	Wednesday Orientation: 7:00 p.m. No appointment needed. Please log onto Zoom session 5 minutes before orientation. Join Zoom Meeting https://zoom.us/j/91442723462?pwd=UmNsTE8yTmF3MzY0V0t1bk1ITIREQT09 Meeting ID: 914 4272 3462 Passcode: 733204 *Please log in from the computer you will be using to complete class.
On campus orientation appointments available by appointment on the West Bend or Fond du Lac campuses.	Please email instructor for an appointment; list at least two times and days that might work for you. Mask must be worn over nose and mouth for the duration of orientation (1 hour); food and drink not allowed in computer labs. Please bring MyITlab Access Code.

INSTRUCTOR LAB HOURS	
Mondays, Online via Zoom	11:00 a.m. to 1:00 p.m. (Orientation at 11:30)
Wednesdays, Online via Zoom	6:30 – 8:30 p.m. (Orientation at 7:00 p.m.)

Final Date to Submit Work: May 10, 2021 (Redos and makeup work must be completed by 5/14)

Instructor Contact: Stephanie Murre Wolf, smurrewolf@morainepark.edu, (920) 924 - 3351

Attendance: Attendance in the classroom is not required. You must attend orientation before beginning your class.

Notes to students: You may work from home or on campus, with an instructor, or on your own.

Course Completion: More than one course may be taken during the semester. Complete one course before beginning another.

Software Requirements: Classes **must** be completed using the latest version of MS Office 365 and using the current textbook.

Software is provided at no charge to all students. Access students must use a PC - Access does not run on Mac computers.

Campus Computer Labs are open for student use: <https://www.morainepark.edu/experience-mptc/services/library/library-hours-and-information/>

