

Summer 2019 Moraine Park Technical College

MICROSOFT OFFICE SELF-PACED COURSES

June 3 – August 1, 2019

ORIENTATION TIMES

Beginning Tuesday, June 4, 2019

Day	Time
Tuesdays, Room O106, Fond du Lac Campus (Orientations are held every Tuesday throughout the semester.)	5:30 p.m. (Fond du Lac Campus) No appointment needed. Students from any campus may attend. Please bring textbook and MyITLab Access Code.
Tuesdays, S113, West Bend Campus (Orientations are held every Tuesdays throughout the semester.)	10:30 a.m. (West Bend Campus) No appointment needed. Students from any campus may attend. Please bring textbook and MyITLab Access Code.
Online orientation available for students from all campuses. Students must attend online orientation on the computer they will be using for class. <i>*Appointment required; email instructor.</i>	Student must email instructor at smurrewolf@morainepark.edu for an invitation. Please specify which day and time you would like to attend. Instructions are included in invitation. Thursday, June 6 —7 p.m. Friday, June 14, 12:00 p.m. (Noon)

INSTRUCTOR HOURS

Beginning Tuesday, June 4, 2019

Day	Time
Tuesdays, Room O106, Fond du Lac Campus	5:00 p.m. – 7:00 pm
Tuesdays, Room S113, West Bend Campus	10:00 a.m. – 12:00 p.m.

Final Date to Submit Work: August 1, 2019

Instructor Contact: Stephanie Murre Wolf, smurrewolf@morainepark.edu, (920) 924 – 3351 and
Lisa Wiese, lwiese1@morainepark.edu
When emailing, please email both instructors.

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

Campus location: You may attend orientation on any campus or online, regardless of the campus on which you registered. Beaver Dam students are welcome to attend West Bend, Fond du Lac, or online.

Attendance: Attendance in the classroom is not required after the orientation.

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 because Access does not run on Mac computers.

