

OTEC 1790 Keyboarding for College

Memo From: Jean Guerber, Instructor
Spring Semester 2017

Welcome to **OTEC 1790 - Keyboarding for College** – 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.

Face to face class time will be set up to help students initially. You can attend on either campus on **Tuesday, January 10, and / or Tuesday, January 17**. Attend at the **Faribault campus, room B-106, 9 a.m. - 11 a.m. OR North Mankato campus, room C-155, 1 p.m. - 3 p.m.** Thereafter, the course will be online and students will need to contact the instructor for assistance throughout the remainder of the semester. **Please have your book and access code purchased to participate!**

Here are some things I want you to know before we meet online.

Textbook information:

TITLE: *Gregg College Keyboarding & Document Processing, Kit 4: (Lessons 1 – 20) 11th Edition*
(Must have Online Software Student Registration Card)

Author: Ober, Johnson, Zimmerly

Publisher: McGraw-Hill

ISBN: 978-0-07-737714-4

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

This textbook includes a kit with Lessons 1 – 20, textbook, GDP Online Software Student Registration Card and Easel.

NOTE: If you order your textbook online, it must come with an **access registration code** in order for you to access the keyboarding software that will be used in this course.

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 (Jean.Guerber@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 507-332-5832 (office). I will try to answer all course e-mail quickly. However, I urge you not to save questions until Friday nights. My office is located on the Faribault campus.

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!