

# OTEC 1820 Business English

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

Welcome to **OTEC 1820 - Business English** – it will be my privilege to coordinate your learning activities for this course as your instructor.

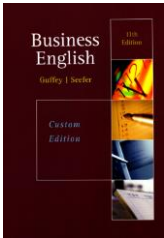
Let's cover a few start-up details so your online learning through South Central Online is a rewarding experience. The course begins on January 9, 2017, and it is necessary that you begin participating at that time.

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

## Textbook information:

In order to successfully complete this course, you will need to purchase your course materials through the South Central College Bookstore either on the Faribault Campus or the North Mankato Campus.

**Do not purchase used materials for this class as you will not be able to complete assignments since you will not have access to the Premium Web Site nor the MindTap printed access card. You cannot use a student access code that had been activated by another student in a previous semester.**



**TITLE:** *Business English, 11<sup>th</sup> Edition – Includes a loose-leaf version of the textbook; the Student Premium Web Site printed access card; and the MindTap for Business English printed access card*

**Author:** Mary Ellen Guffey and Carolyn M. Seefer

**Publisher:** South-Western / Cengage Learning, 2014

**ISBN:** 9781305020856

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

## Other Required Resources:

Students will be required to have access to a Web camera and a microphone headset. If your computer does not have these items built in, you can purchase each inexpensively at WalMart.

## Instructor contact information:

Keeping in contact with your instructor is the most valuable thing you can do throughout the semester. If you have questions, please contact me either using D2L Brightspace's mail feature or send an email to my South Central College e-mail account. ([Lori.Hood@southcentral.edu](mailto:Lori.Hood@southcentral.edu)). Please use this email account if you need to contact me before the semester begins. My campus phone is 507-389-7265.

## 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
- 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](http://online.southcentral.edu/TechnologyGuides/Office2013_WebInstall_ActiveSCC_Students.pdf)
- Adobe Acrobat Reader (a free download at <http://online.southcentral.edu/students/plugin.html>).

- 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!