

OTEC 2800 Office Keyboarding

Memo From: Lori Hood, Instructor
Spring Semester 2017

Welcome to **OTEC 2800 – Office Keyboarding** – as your instructor, it will be my privilege to coordinate your learning activities for this course.

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: *Gregg College Keyboarding & Document Processing*, 11th Edition (GDP11) with Microsoft Word 2013 Manual Kit 3: Lessons 1-120, 11th Edition
Author: Ober, Johnson, Zimmerly
Publisher: McGraw-Hill, 2014
ISBN-13: 13 9780077825737

If you purchase a used textbook, you must also have an online user code. If you took the OTEC1790 – Keyboarding for College course from SCC you may already have a code to login to GDP. If not, this code can be purchased when you login to the online software the first time of use. The cost for this code is approximately \$75.25 and you must use a credit card for the purchase. Due to the necessity of having this code, purchasing a used textbook may not be the most cost effective option if you haven't take the OTEC1790 course

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

Other Required Resources:

Students must have access to Microsoft Office 2013 software. You can access this software by logging into your SCC student e-mail at <http://my.southcentral.edu> once logged in you can download the software by following the instructions at this link:
http://southcentral.edu/images/DolT/office2013_web_install.pdf

The software will remain active for your use on your personal computer as long as you are an active student at South Central College. Once you graduate the software will expire within 180 day. If you are wanting longer access to Office software the bookstores on both campuses have 4 year licenses for sale that will extend beyond your time at SCC.

Instructor contact information:

Please do not hesitate to contact me with questions at any time. 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 (Lori.Hood@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 507-389-7265 (office). I will try to answer all course e-mails 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
- 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

Minimum System Requirements for GDP11

- Windows 7 or Windows 8
- IE7 - IE10, or Firefox 3.5+
- 512 MB RAM is required, 1GB+ is recommended
- 1GHz+ processor
- Adobe Flash Player v10+ (Flash Player v10.1 highly recommended)
- Screen resolution of 1024px x 768px or higher
- Microsoft Word 2013
- Hi-speed Internet access

The GDP11 software does not work on a MAC. Students having a MAC would have to go to a campus computer or use another Windows computer with Word 2013 and an Internet Access to complete all the production assignments.

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!