

OTEC 2810 Computer Technology

Memo From: Jean Guerber, Instructor

Spring Semester 2017

Welcome to **OTEC 2810 - Computer Technology** – 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:

TITLE: *New Perspectives On Computer Concepts 2016: Introductory (with MindTap)*, 18th Edition
Author: Parsons & Oja
Publisher: Cengage Learning
ISBN: 9781305929074

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

NOTE: You must have the **access code** or you will be unable to participate in this course.

Other Required Resources:

Students MUST have text editing software such as Microsoft Word for completing and submitting homework. Office 365, which includes Microsoft Word, is provided to registered students for a free download. Information will be in provided in D2L Brightspace and sent via SCC email the first day of class.

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!