

OTEC 2820 Business Communications

Memo From: Lori Hood, Instructor
Spring Semester 2017

Welcome to **OTEC 2820 – Business Communications** – 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.

You need to have successfully completed OTEC 1820 Business English prior to taking this course.

Textbook information:

TITLE: *Essentials of Business Communication, 9th Edition – **Must be purchased NEW!** – Includes a full loose-leaf text; a Student Premium Web Site Access Card; a MindTap Student Guide and MindTap Printed Access Card*

Author: Mary Ellen Guffey and Dana Loewy
Publisher: South-Western/Cengage Learning, 2013
ISBN: 9781285920214

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

Students are required to purchase a new book for this course in order to have access to the Student Premium Web Site and MindTap. These contain many of the assignments and quizzes needed to complete course requirements. Students may purchase these **new materials** through the South Central College Bookstore on the Faribault Campus or the North Mankato Campus. Students cannot use a student access card that has been activated in a previous semester.

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). 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

- 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!