

## Preparing for an OIS1240 Computer Applications Online

The Computer specifications for taking OIS1240 Online are a PC with:

- Windows 10 or 11
- Microsoft Office 2021/Microsoft 365 ProPlus (free to MTC students) for a PC including Word, Excel, PowerPoint, and Access. **Note:** Tablets, iPads, MacBooks, and Chromebooks will not meet the laptop requirements as they are unable to run Microsoft 365 ProPlus.
- MTC's [Laptop Requirements and Policy](#)
- Chrome for the Internet browser
- Microphone and speakers/headset for audio
- Fast Internet access (not dial up or satellite): Our online courses are full of interactive videos and course materials. It is essential to your success to have a reliable Internet connection.
- A back up plan for completion of assignments if your PC fails or loses Internet connection as all assignments will be submitted electronically via Canvas and MTC email account. The MTC Academic Success Center (aka computer lab) BR191 is available for students to use during posted open lab hours.

**Note:** You must have access to this computer for at least 8-12 hours each week for 16-week term and 16-24 hours for an 8-week term.

Complete the Online Readiness Self-Assessment printed on the back of this page.

### Know your student ID

To login into **MyInfo** and **Canvas** you will need to know your PowerCampus ID.

- Your **Login** (or user ID) is your entire last name, first name initial, and last 4 digits of your PowerCampus ID. Note: if you don't know your PowerCampus ID, please contact MTC Office of Student Records at 740-389-4636 extension 210 or extension 226 or stop by BR108.
- If the first time you access your MTC accounts is **on campus**, see the lab assistant in the MTC Academic Success Center BR191 for assistance.

Or

- If the first time you access your MTC accounts is **off campus**, you will need to select reset password, which will allow you to create your password. Visit <https://help.mtc.edu>, click *Create or Forgot Password* link on the menu at the left, click *I want to set my password for the first time*, and follow the instructions. Note: if you ever want to change or have forgotten your password, you can use one of the other links provided at <https://help.mtc.edu>.

Your **Password** must be at least six characters in length, contain one uppercase and one lowercase letter, contain one number, and cannot include your login name.

The **MTC Computer Center Helpdesk** is available to help you if you are experiencing problems logging-on. You may reach the Helpdesk by calling 740-389-4636 extension **288**.

**Notify your instructor immediately by e-mail or phone if you cannot access your online course on the first day of the Semester.** Courses are not required to be open prior to the semester's start. Refer to your schedule to find your instructor's name.

**Textbooks/Course Materials:** Purchase and read the required textbook(s) for and course material for assignments and use assessment software as directed in the course **Syllabus**. Note: You can also find your books through the campus bookstore.

**Check your MTC e-mail and course Canvas Announcements daily throughout the Semester!**

**Know how to navigate your course material.** You should be able to:

- Find your course Syllabus (a summary of the main points of your course, including grading scale, assignment dates, and course objectives)
- Be able to read the **Announcements** for the course
- Be able to view the **Assignments** and **Course Materials**

**Warning!** Realize that failure to do the required coursework during the first two weeks of an online course may result in a course **failure** and is considered **non-attendance** which directly affects your financial aid.

## Online Learning Readiness Self-Assessment

There are many different elements that contribute to being a successful online student. Read the following traits and mark Yes if it applies to you.

### Technology

- |  |  |
|--|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | I have regular access (at least 8-12 hours) to a computer that meets the requirements on the front of the page with a high-speed Internet connection (not dial up or satellite). |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | I have basic computer troubleshooting skills or feel comfortable problem solving without the instructor being present.   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | My computer has the required software for the class I am taking or I am willing to purchase and install it before the course begins.   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | I have basic computing skills that enable me to operate a computer (saving files, creating folders, changing settings on my computer).   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | I have basic Internet skills that enable me to navigate to URLs, search for Web sites, and enter passwords.  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | I can send an email message and attach a file to the message.  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | I will use a computer several times a week to communicate with the instructor and other students in my courses.  |

### Communication

- |  |  |
|--|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | I am able to communicate with others effectively using online technologies (Example: email, chats, discussion boards). |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | I can express myself clearly through my writing.   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | I will schedule time to provide timely responses to other students and/or the instructor.                              |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | I understand it may take up to 24 hours to receive an instructor's response to my email or Canvas message.             |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | I will ask questions when I don't understand assignments.  |

### Motivation

- |  |   |
|--|---|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | I am self-motivated, not requiring someone to remind me of deadlines.   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | I can focus on my work and not be distracted by other online activities (Example: email from friends, instant messaging). |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | I will finish my class work even though there may be distractions at home (Example: television, children, social media).  |

### Participation

- |  |   |
|--|---|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | As per the requirements listed on the course syllabus, I will meet the contact requirements as specified.                         |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | I know who to contact if I have difficulties with the Canvas or MTC Student Email systems.  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | I understand that participation is a required element of distance learning.   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | I expect to frequently participate throughout the learning process so that I can help others learn. (Example: group work, teams). |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | I will use the MTC Academic Success Center BR191 if I have technical problems with my computer or Internet connection.            |