

Student Responsibilities

Southeast Technical Institute

Online Business Program

Southeast's Online Business Program provides you with a flexible and convenient way to learn. Online courses provide the same competencies as traditional courses within a different framework. The online courses at Southeast are often offered in a shorter time period and without face-to-face contact between the faculty and the student. As an online student you will need specific personal skills, computer skills, and available resources to be successful.

Computer Skills:

As you progress in the online program, your computer skills will improve. At the start, you will need to have a working knowledge of the following computer skills:

- Knowledge of Internet use including browsing, searching, and web page navigation.
- Knowledge of email, attaching files to communications, uploading and downloading files.
- Knowledge of Microsoft Windows XP and Microsoft Office including Word, Excel, Access, OneNote, Publisher, and PowerPoint.
- Knowledge of Adobe Flash and Windows Media Player.
- File management skills including saving, opening, and placing files inside folders.
- General computer skills such as copying, pasting and naming folders.
- The ability to work with multiple applications at one time.
- Netiquette guidelines including proper grammar, punctuation, spelling, and tone in electronic communications.
- Understand how to protect your computer from viruses and malware.
- Access to a printer, fax, and possibly a scanner.

Personal Skills:

An online program shifts the majority of the responsibility in the student-teacher relationship to the student. As an online student, you are more responsible for your success, and we recommend that you do a self-evaluation of the following skills:

- Self-Motivation and Self-Discipline
 - Students must be mentally prepared to learn.
 - Students must balance personal obligations such as family and work with their coursework to succeed.

- Organizational Skills
 - Students who take multiple courses at the same time must work efficiently to manage the coursework.
- Time Management Skills
 - Online classes are not self-paced, and students must meet weekly due dates and deadlines.
 - Budget your time, and expect to spend 6 – 9 hours per week to work on a 3 credit class, and 9 – 12 hours per week for a 4 credit class. Courses of 8 weeks or shorter will require more hours per week.
- Communication Skills
 - Students must ask questions when needed and not allow themselves to fall behind.
 - Students must participate weekly in communications with faculty and classmates in an online environment.
 - Students must be able to read directions and follow them.

Available Resources:

Online students need additional resources to succeed. These resources include identifying your study environment and technological resources.

- Study Environment
 - Students should have a study environment that is comfortable. One student may choose a private office while another student may choose a local coffee shop with free Internet access.
- Technological Resources
 - Student must have computer access with consistent broadband Internet access.
 - STI recommends a minimum of a 2.0 GHz CPU and 1 GB of RAM.
 - STI requires Microsoft Office 2007 Professional which includes Word, Excel, PowerPoint, and Access with coursework taught using Windows XP.
 - STI’s Learning Management System (LMS) works best with Microsoft Internet Explorer 7.
 - Some courses may require additional software or hardware requirements and will be explained in the syllabi.

I understand the Student Responsibilities for Southeast Technical Institute’s Online Business Program and verify with my signature that I meet these requirements.

Printed Name

Signature

Date

Please send a completed form to:

Southeast Technical Institute
 Admissions
 2320 N Career Ave,
 Sioux Falls, SD 57107

-OR-

Fax it to: 605.367.8305