Southern Arkansas University Tech
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ONLINE COURSE INFORMATION SHEET

Course Number: NCIO0012

Course Title: Learning Strategies

Course Description: The purpose of this course is to prepare students for the online community that will be experienced throughout their online courses. Students will practice using Blackboard mail, discussion board, assignments tool, chat tool, assessments tool, and other pertinent Blackboard tools.

Instructor: Debbie Tucker, Cynthia Hendrix

Instructor Bio

Debbie works full time at SAU Tech as Blackboard Administrator in the Center for Web-Based Learning. Debbie has been employed at SAU Tech since November, 2000. She is married and has two children and three grandchildren.

Cynthia works full time at SAU Tech as Technical Assistant in the Center for Web-Based Learning. Cynthia has been employed at SAU Tech since April, 2007 (SAU Tech Bookstore) and in the Center for Web-Based Learning since October, 2013. Cynthia is married and has four children.

Prerequisite: None

Textbook Information: None

Learning Outcomes
The student will demonstrate, by scoring 90% or higher on exams and successfully completing all course assignments, that he/she is proficient enough with the use of Blackboard to navigate through his/her online course(s).

On-Campus Requirement
None

Modes of Interaction
Students will read materials and do assignments through the online course. This course must be completed before you will be given access to your other online course(s). Failure to complete this course will result in the student not receiving credit for other Internet courses in which he/she is registered. Students are required to contact the instructor by e-mail regularly during this course using the e-mail within the course.

Methods of Assessment
This course is broken up into nine (9) units. They are:

• Unit 1 - Assessments
• Unit 2 - Course Menu
• Unit 3 - Assignments
• Unit 4 - Discussions
• Unit 5 - Calendar
• Unit 6 - Mail
• Unit 7 - My Grades
• Unit 8 - Announcements
• Overall Course Review

You must score at least 90% on each of the exams. You can take the exams as many times as necessary until you make at least 90%.

Enrollment Procedures

SAU Tech is an open admissions college; however, we have several items that you must provide in order to be admitted:

- Submit application for admission.
- Submit a high school transcript or GED, and official college transcripts from all previously attended colleges (if applicable).
- Provide proof of two immunizations against measles, mumps and rubella.
- Take a placement test. Students enrolling must submit ACT, SAT, ASSET or COMPASS scores. Students can take the ASSET or COMPASS test at SAU Tech.

Students are responsible for all tuition and fees at the time of registration. Students must officially drop by written notice or in person in order to reduce their balance owed. If students never attend class, he/she will still be assessed partial tuition and full student processing fees, unless he/she completely withdraws during the 100% refund period.

In order for a student to drop a class, he/she must complete a drop form or send written request to his/her advisor. A $10 drop fee is assessed for drops that take place after the registration period ends.

Admissions Office Website
http://www.sautech.edu.edu/studentResources/admissions.aspx

Course Registration Website
http://www.sautech.edu/studentResources/advising.aspx

Technical Requirements and Resources
Students will need Internet access and have the ability to send and receive e-mail attachments using the e-mail within Blackboard.

Library Website
http://www.sautech.edu/studentResources/library.aspx

Bookstore Website
http://sautech.textbooktech.com

Adult Learner Resources
Online library and bookstore services can be obtained at the library and bookstore websites. Advising services can be obtained at http://www.sautech.edu/studentResources/advising.aspx.

Student Support and Learning Resources
Online library and bookstore services can be obtained at the library and bookstore websites. Advising services can be obtained at http://www.sautech.edu/studentResources/advising.aspx.

Other Considerations
Students will need access to the Internet and **Microsoft Word**.

Prior computer skills are essential for success in an online class. Prior to enrolling in an online class, you should be able to:

- Surf the Internet and download web pages
- E-mail and attach files and know proper e-mail etiquette
- Use Microsoft Word skills and submit papers with correct format, grammar and spelling

All first time online students are required to complete Learning Strategies before they will be allowed to take their online course(s). The purpose of Learning Strategies is to teach students how to use Blackboard and provide information about other systems that students will use while a student at SAU Tech.

There are computer programs and other things that you will need if you are taking an online course from SAU Tech. To make it easier for you, we have compiled a list of these things. Before beginning your online course, you should go ahead and make sure each of these programs listed below are loaded on every computer that you will use while taking your online course(s).

- <u>Microsoft Word</u> – used to complete assignments and submit to instructor
  - Can be accessed via SkyDrive inside your student email account. **FREE**
  - Can be purchased from Wal Mart or other software vendor and will need to be loaded on to your computer
  - There is also a **free** product that works just as good as the Microsoft Office Suite. You can download it at http://download.openoffice.fm/free/?pk=26976
- <u>Adobe Reader 7.0 or higher</u> – used to read files in pdf format
  - Cost: Free
  - Can be downloaded to your computer from http://www.adobe.com/products/acrobat/readstep2.html

- Adobe Flash Player (7 or higher) – used to view study activities and demonstrations in Learning Strategies course
  - Cost: Free
  - Can be downloaded to your computer from http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash
- Macromedia Shockwave Player 8.5.1 – used for interactive quizzes, animations and activities
  - Cost: Free
  - Can be downloaded to your computer from http://www.macromedia.com/shockwave/download/download.cgi?

- Windows Media Player – used to listen play audio files
  - Cost: Free
  - Comes as part of your Windows operating system
- Java – a technology that is required in order for Blackboard to function properly as well as some other programs that SAU Tech uses with its online classes (**Note: Only one version of Java can be running on your computer at a time.)**
  - Cost: Free
  - Can be downloaded to your computer from http://javashoplm.sun.com/ECom/docs/Welcome.jsp?StoreId=22&PartDetailId=jre-