



Southern Arkansas University Tech
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ONLINE COURSE INFORMATION SHEET

Course Number: ED2123

Course Title: Organization & Management for Vocational Education

Course Description: Organization and management is the analysis of the teaching-learning process in career and technical education. Included are the teacher's roles, lesson planning teaching methods, evaluation techniques and classroom management. This course can help assist the student to become an effective and competent vocational educator.

Instructor: Dr. Lisa Oden

Instructor Bio:

My name is Lisa Oden. I have a Master's Degree in Education from Southern Arkansas University. I also have also received an Elementary Principal's Certificate through coursework at Henderson State University, and a Reading Specialist Certificate through coursework at SAU. For the past year, I have been working on my doctorate and will complete it as my teaching schedule allows. I have been teaching full-time and helped to found the Teacher Education Program at SAU Tech since 2001. We now have articulation agreements with SAU, HSU, UAM, and UAPB. I taught at Harmony Grove for fourteen years, while teaching graduate education courses part-time for seven years at SAU, UAM and HSU. I feel sure that this course will be beneficial to your **present** and **future** work in your classroom .

Prerequisite: None

Textbook Information: Thompson, Julia G. *First-Year Teacher's Survival Kit*. The Center for Applied Research in Education 2002.

Learning Outcomes:

1. Summarize the existing body of knowledge related to instructional theory and practice in Career and Technical Education.
2. Develop lesson plans for a selected program or instructional method in CTE.
3. Select and identify instructional materials.
4. Demonstrate oral presentation and questioning strategies.
5. Demonstrate concept, principle or manipulative skills.
6. Demonstrate discussion and other group participation techniques.
7. Measure and evaluate student achievement.
8. Identify effective learning environment.
9. Reflect, critique and solve classroom situations using problem-solving process.

On-Campus Requirement: None

Modes of Interaction:

I really like to form an on-line "community of learners" form of communication between the students and me and between the students themselves. I strive to create and facilitate a "user-friendly" course that translates to your classroom performance as an educator. Here is some information about the required work:

Assignments: In this section, you will find assignments for one lesson per unit. Once you submit an assignment, it will be graded and your grade will be posted.

Projects: In this section, you will find the selections for a variety of projects you will develop during this course. There are 2 projects for this course: An online discussion board for reflection and discussion, a videotaped teach with a written lesson plan and reflection. Guidelines for the projects will be provided.

Discussion/Journal: In this section, you will occasionally be asked to respond to one topic provided by your instructor. Please use this as a tool for sharing thoughts and opinions regarding educational issues.

Methods of Assessment:

Quizzes will be provided for each lesson of the course. You will have a Unit Exam at the end of each unit. You will have a Proctored Final Exam at the end of the course. You may take each quiz a maximum of three times. Unit Exams can only be taken once.

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/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/lrc/index.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:

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).

- Microsoft Word – 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

- o on to your computer
- o 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>
- Adobe Reader 7.0 or higher – used to read files in pdf format
 - o Cost: Free
 - o 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
 - o Cost: Free
 - o 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
 - o Cost: Free
 - o Can be downloaded to your computer from <http://www.macromedia.com/shockwave/download/download.cgi?>
- Windows Media Player – used to listen play audio files
 - o Cost: Free
 - o 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.**)
 - o Cost: Free
 - o Can be downloaded to your computer from <http://javashop1m.sun.com/ECom/docs/Welcome.jsp?StoreId=22&PartDetailId=jre->