Southern Arkansas University Tech
P.O. Box 3499 ~ Camden, AR 71701 ~ 870-574-4500
www.sautech.edu

Online Course Information Form

Course Number: NEAL0012

Course Title: Safety at Wastewater Plants

Course Description: A 12-training hour course for license renewal designed to help operators develop a safety program to protect treatment plant personnel and the general public from accidents or hazardous conditions.

Instructor: Larry G. Hazal

Instructor Bio: Wastewater instructor for the Arkansas Environmental Academy

Prerequisite: Licensed wastewater treatment plant operator.

Textbook Title: None

Learning Outcomes: Must score at least 70% on final test to receive training hours.

Teaching Methodology, including description of interaction between student and instructor: WebCT

Methods of Testing: Quizzes and tests incorporated into the course.

Special Attendance Requirements (student contact with instructor, proctored examinations, etc.): N/A

Other Considerations (writing ability, assignments/projects, time considerations, etc.) Complete the course within the allotted time frame.

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 for you.

Course Needs
- 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 onto 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.
- Respondus LockDown Browser – used to take exams in Blackboard
    - Cost: Free
    - Can be downloaded to your computer from http://www.sautech.edu/docs/ldb_instructions.pdf
        - *Note: Not compatible with Linux operating system. Must have Windows XP, 2000, ME or 98 operating system for personal computers or OS X 10.3.9 or higher and Safari browser for Macintosh.*
- Adobe Reader 7.0 or higher – used to read files in pdf format
    - 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://javashoplm.sun.com/ECom/docs/Welcome.jsp?StoreId=22&PartDetailId=jre-1.5.0_05-oth-JPR&SiteId=JSC&TransactionId=noreg

Note: Before beginning your online course, you should go ahead and make sure each of these programs listed above are loaded on your computer. In addition to the above programs, the courses listed below will require additional programs as stated.