Online Course Information Form

Course Number: NEBO0024

Course Title: Basic Review of Wastewater Treatment

Course Description: A 24-training hour refresher for wastewater license renewal

Instructor: Larry G. Hazal

Instructor Bio: Coordinator/Instructor for Environmental Science and Wastewater Certification

Prerequisite: Course for licensed wastewater operators

Textbook Title:　　　　　None Required

Learning Outcomes: Students will learn more about the different processes for treating wastewater

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

Methods of Testing: WebCT - Students must score 70% on final exam to receive training hours

Enrollment Procedures: Non-degree seeking students applying for admission to SAU Tech must submit an application for admission, a registration demographic information sheet, and ACT,SAT, or ASSET Test Scores or, if applicable, official college transcript(s) with proof of Composition I and Intermediate Algebra (having earned a letter grade of "C" or better). Full-time degree seeking students and part-time degree seeking students applying for financial aid applying for admission to SAU Tech must submit an application for admission, a registration demographic information sheet, ACT, SAT, COMPASS or ASSET Test Scores, immunization record (if born after 01/01/1957), high school transcript or GED scores, and official college transcript(s), if applicable. (Note: Part-time students not applying for financial aid do not have to submit immunization record.) You may contact the Admissions Office at (870) 574-4558.

Special Enrollment Issues (specialized software or equipment, access to a particular network, or similar requirements): N/A

Special Attendance Requirements (student contact with instructor, proctored examinations, etc.): None.

Access to Learning Resources: Students will receive all required discussion materials through the Internet, links to texts, and the electronic mail within WebCT. Students will be required to purchase the course textbook, if applicable, and Learning Resource Center access is encouraged but not required to be successful. The Bookstore number is 870.574.4510. The Library phone number is 870.574.4518.

Other Considerations (writing ability, assignments/projects, time considerations, etc.): Students will need Internet access, MS Word, Adobe Acrobat Reader, and the ability to receive and send e-mail attachments.

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
    - 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-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.