

Southern Arkansas University Tech
P.O. Box 3499 ~ Camden, AR 71711 ~ 870-574-4453
www.sautech.edu

Online Course Information Sheet

Course Number: OS-1013

Course Title: Essentials of A&P

Course Description: In this course, you will learn the basics of each of the human body systems and its functions. You will also learn definitions related to the human body. This course is designed to teach the basics of how each system works and how they relate to other systems.

Instructor Name: Shelley Young, RN

Instructor Bio: I have been in the medical field since 1994. I worked my way from a CAN to an LPN and I am currently a RN. I have been teaching at SAU Tech in the PN program for 3 years. I really enjoy nursing and enjoy teaching. I take great pride in what I do. I am happily married for 10 years and have 2 wonderful children. In my spare time, I am involved in all kinds of church activities ranging from Sunday school teacher to key board player in the praise band. I am also involved in the local baseball/softball program and anything that my kids or husband is involved in. So I can proudly say that I have a full, blessed life.

Prerequisite: None

Textbook Title: The Human Body in Health and Illness

Learning Outcomes: To be able to know the basics of each of the human body systems and its functions and to be able to apply this knowledge.

Teaching Methodology, including description of interaction between student and instructor: Blackboard, interaction with students and instructor can be done via email through Blackboard

Methods of Testing: PowerPoint presentations, Assignments, Assessments, Quizzes and Exams

Enrollment Procedures:

Non-degree seeking students applying for admission to SAU Tech must submit an application for admission, appropriate placement 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, appropriate placement 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.)

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 completely 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 add/drop fee is assessed for adds/drops that take place after classes start.

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

Special Attendance Requirements (student contact with instructor, proctored examinations, etc.):
The final exam must be taken at an approved proctor site. http://www.sautech.edu/docs/proc_sites.pdf

Access to Learning Resources:

Students will receive all required discussion materials through the Internet, links to texts, and the electronic mail with Blackboard. Students will be required to purchase the course textbook, if applicable, and Learning Resource Center access is encouraged but not required to be successful. Textbooks can be ordered online. The Bookstore number is (870) 574-4510. The Library number is (870) 574-4518.

Other Considerations (writing ability, assignments/projects, time considerations, etc.):

Students will need Internet access, Microsoft Word, Adobe Acrobat Reader, and the ability to send and receive e-mail attachments using the e-mail within Blackboard.

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://javashopl.m.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.