Southwest Tech
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NURSING ASSISTANT ONLINE COURSE 30-543-300
September - October 2017

Online Theory Instruction Begins with <u>Required</u> On-Campus Orientation
Wednesday, September 6, 2017, 4:00-6:00 PM
Room 3604 (ATL), Health Science Center

Students must choose one of the following course sections to complete required lab and clinical hours

Section 0081 Lafayette Manor, Darlington Instructor: Rachael Zimmerman, RN	Section 0082 Schmitt Woodland Hills, Richland Center Instructor: Angie Starkey, RN
Lab:	**Lab:**
Mon October 2 4:00 – 9:30 PM Fri October 6 4:00 – 9:30 PM Sun October 8 4:00 – 9:30 PM	Wed October 4 4:00 – 9:30 PM Thurs October 5 4:00 – 9:30 PM Fri October 6 4:00 – 9:30 PM
Clinical:	**Clinical:**
Mon October 9 4:00 – 9:45 PM Fri October 13 4:00 – 9:45 PM Sun October 15 2:00 – 9:45 PM Mon October 16 4:00 – 9:45 PM Wed October 18 4:00 – 9:45 PM Thurs October 19 4:00 – 9:45 PM Mon October 23 4:00 – 9:45 PM Sun October 29 2:00 – 9:45 PM	Sat October 7 2:00 – 9:30 PM Sun October 8 2:00 – 9:30 PM Mon October 9 4:00 – 9:15 PM Sat October 14 2:00 – 9:45 PM Sun October 15 2:00 - 9:45 PM Tues October 17 4:00 – 9:15 PM Fri October 20 4:00 – 9:15 PM Sat October 21 4:00 – 9:15 PM
Lab Skills Review at Southwest Tech (Rm 2639): Fri October 27 4:00-7:00 PM	**Lab Skills Review at Southwest Tech (Rm 2639):** Tues October 24 4:00-7:00 PM
The textbook, workbook, and skills DVD package for the online course is available in the Southwest Tech Bookstore at a cost of **$152.98** (tax included).	**If Questions, call:** 1-800-362-3322 or 608-822-3262 Student Services (Ext. 2354) or Health Education Division (Ext. 2470) **Web Site: www.swtc.edu**

Information for Students Enrolling in
Nursing Assistant Online

All students will be required to attend the on-campus orientation which will include an introduction to Schoology – Southwest Tech's learning management system. The Schoology orientation will give you an idea of what to expect in an online course and specifically orient you to the system.

Listed below are some requirements of an online student:
- Convenient access to a computer with internet access
- Frequent use of your college-issued email account
- Word processing software - Microsoft Word is preferred. Microsoft Office is available free to all Southwest Tech Students – go to this website and use your student email address to sign up - http://www.office.com/getOffice365.
- Self-motivation and self-discipline
- Ability to manage time to successfully complete required course work – 10 – 15 hours per week could be required for this online course.

Students with disabilities, who need accommodations, should contact the office of the Support Services Specialist, Knox Learning Center, (608) 822-2631 or 800-362-3322, Ext. 2631, TTY/TDD (608) 822-2072, or e-mail lgarvey@swtc.edu.

NOTICE

Online courses are treated the same as face-to-face courses. Once a student enrolls in an online class, they are obligated to pay all fees incurred. **Tuition fees must be paid prior to the first day of class.** Students who withdraw from a class must inform the **Student Services Office in person or in writing**. *Please view all policies located in the Student Handbook.*