Southwest Tech
Here. Now.

NURSING ASSISTANT ONLINE COURSE
FEBRUARY – APRIL 2017
30543-300-0082

FEBRUARY 15, 2017
Classroom/Theory Portion Online

Online Instruction Begins: **Wednesday, February 15, 2017, 4:00-6:00 PM**
On-Campus Orientation: February 15th from 4:00-6:00 p.m.
Room 3604 (ATL), Health Science Center

Lab at Southwest Tech (Room 2634):

Monday	March 13	4:00 – 9:30 PM
Tuesday	March 14	4:00 – 9:30 PM
Wednesday	March 15	4:00 – 9:30 PM

Clinical Experience at Atrium Post Acute Care of Lancaster

Thursday	March 16	4:00 – 9:30 PM *(Tour 4:00-5:00 PM)*
Saturday	March 18	6:30 AM – 2:00 PM
Monday	March 20	4:00 – 9:15 PM
Wednesday	March 22	4:00 – 9:15 PM
Sunday	March 26	6:30 AM – 2:00 PM
Monday	March 27	4:00 – 9:15 PM
Saturday	April 1	6:30 AM – 2:00 PM
Sunday	April 2	2:00 – 9:15 PM

Required Competency Test Review at Southwest Tech:
Monday, April 3, 2017, 4:00 – 7:00 PM
Room 2639, 2nd Floor, Health Science Center

Note: Further lab/clinical locations may be added to this course if enrollment indicates need for additional section(s). The above dates & times may not apply to any new section(s) scheduled.

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).

Phone: 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.*