

TEACHER  
LICENSE  
RENEWAL

CERTIFICATE IN  
COMPETITIVE  
INTELLIGENCE

SACRED ART  
OF LIVING  
AND DYING



4TH/5TH  
GRADE  
ENDORSEMENT



CERTIFICATE  
IN  
INTELLIGENCE  
ANALYSIS



SPRING 2012 CATALOG



FINN CENTER OFFICE OF PROFESSIONAL DEVELOPMENT



NOTRE DAME  
C O L L E G E

# FINN CENTER

As always, we Thank You for your continued support and patronage of our programs. Please use the feedback form located in the back of this catalog if you wish to communicate any suggestions/comments with this office.

Thank you.

*Notre Dame College is one of the best colleges and universities in the Midwest according to The Princeton Review.*





# NOTRE DAME

C O L L E G E

## FINN CENTER OFFICE OF PROFESSIONAL DEVELOPMENT

**NEW OFFICE LOCATION:**  
Regina Hall • Room 107  
1857 South Green Road  
South Euclid, Ohio 44121  
Phone: 216.373.5219  
NEW Fax: 216.916.4176

**MAILING ADDRESS:**  
4545 College Road  
South Euclid, Ohio 44121

## Professional Development Staff

**SHERREE' L. ANDERSON**  
**DIRECTOR**  
216.373.5286  
SANDERSON@NDC.EDU

**KRIS JENSEN**  
**ASSISTANT**  
216.373.5219  
KJENSEN@NDC.EDU

## WHAT'S NEW?



### AN INTRODUCTION TO TEACHING, LEARNING AND POVERTY

*In this catalog, go to page 16 for more information*

### CHILDREN OF INCARCERATED PARENTS: WHAT EDUCATORS NEED TO KNOW

*In this catalog, go to page 17 for more information*

### BUILDING FOUNDATION FOR ACHIEVEMENT: UNDERSTANDING WHAT STUDENTS BRING TO LEARNING

*In this catalog, go to page 11 for more information*




Notre Dame College is committed to implement the Quality Matters standards for the design of online courses, and we are systematically building and evaluating our courses based on these rigorous, research-supported standards. The Quality Matters standards assure that the online components of these courses promote learner engagement and provide students with all the tools and information they need to be successful learners. More information regarding Quality Matters may be found at [www.qmprogram.org](http://www.qmprogram.org).



# TABLE OF CONTENTS








## General Interest

Introduction to Voiceovers: Getting Started  
 in Voice Acting ..... 5  
 Project Management Professional Test Preparation .. 5



## HQT Offerings

Power of the Internet in the Classroom K-1 ..... 5  
 Technology for the Teacher and Student K-12 ..... 5

## Center for Intelligence Studies

 Competitive Intelligence in a Global Economy ..... 7  
 Forecasting/Futures ..... 7  
 Research and Business Decision Making for  
 Competitive Intelligence ..... 7  
 Analytical Techniques for Business Intelligence ..... 7  
 Introduction to Intelligence Analysis ..... 8  
 Research and Analysis..... 8  
 Strategic Intelligence ..... 8  
 Terrorism..... 8

## Sports and Athletics Certificate Programs

 Coaching Principles..... 10  
 Introduction to Athletic Administration..... 10  
 Sports First Aid & CPR..... 10




## Sacred Art of Living

Center for Spiritual Formation..... 13

## Educational Technology Master Certificate

Instructional Design for Online Activities ..... 14  
 Using Social Media to Enhance Instruction..... 14  
 Educational Technology and the Law ..... 14



## 4th/5th Grade Endorsement





 Language Arts and Social Studies ..... 15  
 Science and Math ..... 15  
 Collaboration for 4-5 Endorsement ..... 15

## Praxis

Praxis II Preparation and Review ..... 24

## Teacher/Educator Solutions

Advanced Classroom Management  
 For Secondary Teachers ..... 16  
 Advertising, Adbusting, And The  
 Art Of Critical Viewing ..... 16  
 An Introduction To Teaching,  
 Learning and Poverty ..... 16  
 Assessment & Evaluation From Birth To Three ..... 16  
 Blending Art With The Curriculum K-12 ..... 17  
 Brain Gym 101 ..... 17  
 Building Classroom Management & Discipline K-12\* ..... 11  
 Building Foundation for Achievement: Understanding  
 What Students Bring to Learning\* ..... 11  
 Challenging Youth Bullying  
 With Media Literacy ..... 17  
 Children Of Incarcerated Parents:  
 What Educators Need To Know ..... 17  
 Classroom Management for Secondary Teachers ..... 18  
 Cooperative Learning K-12\* ..... 12  
 Content Literacy: Reading, Writing and Beyond K-12\* ..... 12  
 Educaching: GPS and Geocaching  
 for Classroom Teachers..... 18  
 Exploring Science Through Content Literacy ..... 18  
 How to Apply the Universal Design  
 for Learning in every Classroom..... 18  
 Integrating Media Literacy into the K-12 Classroom ..... 19  
 iPad & iTunes Apps Marketed Towards Parents  
 and Educators of Children with Autism ..... 19  
 Making Movies: Integrating 21st Century Skills  
 and Animation in the K-12 Setting..... 19  
 No Teacher Left Behind: Introduction  
 to Classroom Technology..... 20  
 Parent Professional Partnership (Family Dynamics) ..... 20  
 Power of the Internet in the Classroom K-12\* ..... 12  
 Principles of Behavior Support..... 20  
 Principles of Group Facilitation (Team Models) ..... 21  
 Principles of Supervision ..... 21  
 Revisiting how “Cognitive Learning Theories”  
 are Still Relevant in Today’s Classroom..... 22  
 Smart Board Advanced..... 22  
 Smart Board Basics ..... 22


Stress Management for Teachers .....	22
 The Paperless Classroom: Teaching & Learning in Cyberspace .....	23
Technology for the Teacher and Student K-12* .....	11
 Tweet, Glog & Roll: Social Media for the K-12 Classroom and Beyond .....	23
Understanding Childhood Disorders in the K-12 Inclusive Classroom* .....	11
Understanding Data to Enhance Instruction* .....	11
 Wacky Wonderful Websites Part I .....	23
 Wacky Wonderful Websites Part II .....	23
Web 2.0 for Educators and Everyone .....	24
Writing & Understanding Standards Based IEP's .....	24

 **Teacher Education Institute**

Accelerated Learning .....	26
Action Research in the Classroom .....	26
Adolescent Literacy Strategies .....	26
Bringing Excitement to the Science Classroom .....	26
Bully Prevention .....	26
Character Education in the Classroom .....	26
Collaborative Classroom .....	26
Combating Problem Behaviors .....	26
Differentiated Instruction in the Classroom .....	26
Discipline With Dignity .....	26
Dropout Prevention .....	26
Educating Special Needs Students .....	26
Effective Classroom Management .....	26
Effects of Poverty on Education .....	26
Inclusion .....	26
Information Literacy .....	26
Innovative Testing Tools .....	26
Integrating Technology in the Classroom .....	26
Kids in Context .....	26
K-12 Application Software .....	26
Linguistically Diverse Students & Literacy .....	26
Mastering Grantsmanship .....	26
Multicultural Education .....	26
New Faces .....	26
Peer Mentoring .....	26
Preparing for the National Board and Beyond .....	26

Preventing Gang Activity in Schools .....	26
Preventing School Violence .....	26
Professional Learning Communities .....	26
Resolving Conflicts in Schools and Classrooms .....	26
Reaching Today's Students .....	26
Self-Esteem For Educators .....	26
Service Learning .....	26
Strategic Lesson Planning .....	26
Stress Management for Teachers .....	26
Study Strategies for School Success .....	26
Teachers & The Law .....	26
Teachers & Parents: Winning & Keeping Parent Support .....	26
Teaching Creativity Creatively .....	26
Teaching Gifted and Talented Students .....	26
Teaching & Learning with Groups .....	26
Teaching Reading Strategies .....	26
Technology & the K-12 Curriculum .....	26
Teaching with Webquests .....	26
The Personally Intelligent Teacher .....	26
Web 2.0 .....	26
Whole Brain Learning .....	26
Writing Across the Curriculum .....	26

**Other Course Offerings**

Educational Service Center of Cuyahoga County .....	25
Early Childhood Quality Network (ECQ-net) .....	25
 Professional Development Online Courses .....	25

**Forms**

Feedback Form .....	27
Registration Form .....	28



*Denotes an online course offering*

*\*IDS - Instructional Delivery Services in partnership with Notre Dame College*



- Notre Dame College offers continuing education courses that have been approved by the Ohio Medical Board and the Ohio Board of Nursing
- Notre Dame College, Division of Education, is fully accredited by the National Council of Accreditation of Teacher Education (NCATE)
- Notre Dame College is an approved provider of continuing education credits (CPDU) for adult services, case management, and early intervention by the Ohio Department of Developmental Disabilities (ODDD).
- Notre Dame College coaching courses meet the Ohio High School Athletic Association Requirement for Pupil Personnel Supervisor Validation.
- Notre Dame College is an approved provider of HRCI (PHR and SPHR) continuing education.
- Educators needing Continuing Education Units (CEU) must seek approval from their Local Professional Development Committee (LPDC).
- Attendance is required for all sessions for each short, flexibly scheduled course. Courses meet for a minimum of 12 hours for one semester graduate credit. This is a College and Center for Professional Development policy.



**NOTRE DAME**  
COLLEGE

**Registration, tuition, and payment procedures vary according to the sponsoring group. Please read the general information given for each sponsor.**

**The Finn Center Office of Professional Development at Notre Dame College provides ongoing professional development for nurses, teachers, athletic coaches, social workers, intelligence and business personnel, and lifelong learners. Flexibly scheduled courses covering a broad range of topics are offered.**





## INTRODUCTION TO VOICEOVERS: GETTING STARTED IN VOICE ACTING

*Voices for All, LLC*



**Dates:** February 18, 2012  
(Attendance is required at all course sessions)

**Times:** 11:00 AM ~ 1:00 PM

**Location:** NDC Administration Building  
(Room signs will be posted)

Have you ever wondered whose voice you are listening to on TV and radio commercials? How about documentaries or audio books? You too can become a Professional Voiceover Artist! This fun, informative, and empowering class will teach you the basics of entering a successful career as a voiceover artist. The instructor will coach and produce your reading scripts and record you in the classroom for later evaluation. Each student receives a personal evaluation from the instructor in this two hour workshop. Come ready to laugh, learn and be inspired!

**Continuing Ed. Credit:** 2 contact hours  
**Continuing Ed. Course #:** MGT4011  
**Continuing Ed. Cost:** \$45

## PROJECT MANAGEMENT PROFESSIONAL TEST PREPARATION - ONLINE



*Norris Goff, M.B.A., P.M.P.*

This course is provided by a Project Management Institute (PMI) Registered Education Provider (REP)

**Dates:** Start Anytime (Online)



This online course (TheCourse™) was developed and is conducted by a Registered Education Provider (REP) of the Project Management Institute (PMI®). It is registered with PMI as a 56-hour course and pre-approved by PMI to prepare students for certification as Project Management Professionals (PMP®). Course materials include PMI's Guide to the Project Management Body of Knowledge (PMBOK®), workbooks tailored for TheCourse, and TheTest™, a Test Engine containing 1,000 exam-like questions, to download and use on your own computer. TheCourse teaches the core competencies of project management. It covers the five process groups and nine knowledge areas of PMBOK, the PMP code of ethics and professional conduct, and a review of general management topics that are in the PMP examination. Project management is an evolving profession, and employers are increasingly requiring that their project managers be certified. You can take a tour of this course at: <http://www.thecourseonline.us/Demo.htm>

**Important note:** To participate in this course you will need to have average web skills, a computer, Internet access, and an e-mail address. All other directions will be provided to you, via email and Blackboard, during the course. You will need to log into the course web site at least once for each of the lessons. Your work and access time will be monitored by the instructor. You must begin the course within the first week of the time period and may request a one week grace period to conclude all lessons if necessary.

**Prerequisite:** Extensive experience as a project manager.

**Continuing Ed. Credit:** 1.2 CEU or 12 contact hours  
**Continuing Ed. Course #:** BU1001  
**Continuing Ed. Course Cost:** \$895

## HQT OFFERINGS

See the Instructional Delivery Services offerings and/or the Teacher/Educator Solutions section for complete details on these HQT offerings.

### POWER OF THE INTERNET IN THE CLASSROOM K-12

**Dates:** January 28,  
February 25,  
March 10,  
March 24

**Graduate Course #:** ED584C

### TECHNOLOGY FOR THE TEACHER AND STUDENT K-12

**Dates:** January 21,  
February 4,  
March 3,  
March 17

**Graduate Course #:** ED584T



# Online Certificate Programs Intelligence Studies

- Certificate programs completed in less than a year
- Courses are eight weeks in length

## ••• CERTIFICATE IN COMPETITIVE (BUSINESS) INTELLIGENCE

To earn the Certificate in Competitive Intelligence, students will complete the following courses:

- Competitive Intelligence in a Global Economy
- Forecasting/Futures
- Research and Business Decision Making for Competitive Intelligence
- Analytical Techniques for Business Intelligence

## ••• CERTIFICATE IN INTELLIGENCE ANALYSIS

To earn the Certificate in Intelligence Analysis, students will complete the following courses:

- Introduction to Intelligence Analysis
- Research and Analysis
- Strategic Intelligence
- Terrorism

**See Pages 7-9 to Learn MORE...**

## CERTIFICATE IN COMPETITIVE (BUSINESS) INTELLIGENCE

### PROGRAM DESCRIPTION:

The Certificate in Competitive Intelligence, offered by the Center for Intelligence Studies at Notre Dame College, is cutting edge. Just as Notre Dame College was the first institution of higher learning in Ohio to offer a certificate in intelligence analysis for national security, the College is meeting the challenge of helping today's business leaders to make informed decisions. Today's global market has changed the landscape for many business and marketing professionals. The need to understand the competition, changing trends, and economic, cultural, and political conditions worldwide makes the ability to gather information in an ethical manner essential. Equally important is the capability to analyze and present the information in a manner that can help decision makers understand the issues and challenges that exist in today's increasingly competitive world.

### BENEFITS:

The opportunity to learn about the latest developments in information gathering, analysis, and dissemination in a certificate program that can be completed in less than a year.

### SKILLS:

Students can acquire relevant and practical skills for business and marketing analysis. Account representatives, financial analysts, marketing analysts, and sales representatives can all benefit from the skills learned through this certificate program. Students will develop skills in research, analysis, writing, and executive briefings.

### QUALITY AND CONVENIENCE:

Offered by an accredited institution of higher learning, the Certificate in Competitive (Business) Intelligence is taught by experienced competitive intelligence professionals through the convenience of online learning. This is a practical, timely, flexible, and cost effective program.

### GROWTH POTENTIAL:

A fast track program that can enhance a credential and qualify an individual for one of the fastest growing career opportunities in today's global economy.

### JOB OPPORTUNITIES:

Employment opportunities exist with large and small corporations, both national and international. There is an increasing need for research, analysis, and predictions regarding future competition.

**ADMISSIONS:** The minimum requirement for admission into the program is a bachelor's degree in business, marketing, or a related field. Students should possess basic computer skills.

Each course is online and eight weeks in length. To earn the Certificate in Competitive Intelligence, students will complete the following courses:

#### COMPETITIVE INTELLIGENCE IN A GLOBAL ECONOMY

Market research has existed in the corporate world for many decades as a tool for guiding business strategy decisions. In the hyper-competitive global marketplace, the corporate world finds itself battling for survival. Business or competitive intelligence (CI) is a key focal point for executive decision makers. This course provides a solid foundation in business/ competitive intelligence by exploring the information gathering and analysis process. Ethical behaviors associated with information gathering, the U.S. Economic Espionage Act of 1966, information management and reporting techniques for establishing an internal business/competitive intelligence function, are covered.

**Continuing Ed. Credit:** 40 contact hours  
**Continuing Ed. Course #:** INT1001



#### FORECASTING/FUTURES

The aim of this course is to provide participants with tools and practical applications for monitoring and forecasting competitors' actions and future business environments. The objective is to supply a solid background for strategic analysis methodologies and to introduce a path of systematic learning through the organization of the competitive intelligence.

**Continuing Ed. Credit:** 40 contact hours  
**Continuing Ed. Course #:** INT1006



#### RESEARCH AND BUSINESS DECISION MAKING FOR COMPETITIVE INTELLIGENCE

This course highlights and develops capabilities in the secondary and primary collection and research techniques of most benefit to the CI Analyst. The primary techniques include elicitation (bracketing, denial, open ended questions, etc.) and interviewing, skills, both by phone and in person. Secondary research techniques and sources are also included in this course from identifying the best sources for specific types of requirements either in online proprietary sources (Dow Jones/Factiva, Datamonitor, Dun and Bradstreet, Lexis-Nexis, etc.) that require purchasing access or reports as well as web-based (EDGAR, news feeds) and Internet sites including the search engines. (Google, AskJeeves, etc.) In addition, the ethical considerations with each of the types of research as well as general situations competitive intelligence professionals face daily in dealing with sensitive and often times, proprietary information.

**Continuing Ed. Credit:** 40 contact hours  
**Continuing Ed. Course #:** MGT1007



#### ANALYTICAL TECHNIQUES FOR BUSINESS INTELLIGENCE

Many organizations are striving to uncover opportunities to enhancing income, improve competitive positioning, expand market share, and enact effective change. A highly effective Business Intelligence operation can be an important catalyst in addressing certain of these issues. This course will focus on varying methodologies, tools and practices such as Porter's Five Forces, SWOT and Financial Analysis needed to undertake this crucial analytical phase. Program will review important conceptual underpinnings, with specific emphasis being placed on practical approach, developing the human network, and application of qualitative evaluation. Particularly prominent is how analysis is used in the fact-based, decision-making process. Curriculum will also highlight differences and overlap between strategic versus tactical analysis.

**Continuing Ed. Credit:** 40 contact hours  
**Continuing Ed. Course #:** MGT1008



# CERTIFICATE IN INTELLIGENCE ANALYSIS

## PROGRAM DESCRIPTION:

Today you can prepare for challenging and rewarding careers that can help make the nation and world more secure through the Certificate in Intelligence Analysis offered by the Center for Intelligence Studies at Notre Dame College. Now, more than ever, skilled intelligence analysts are needed to assess and manage information dealing with critical issues such as international terrorism, the proliferation of weapons of mass destruction, climate change, organized crime, immigration, or the spread of infectious diseases. By preparing assessments based on the collection, correlation and analysis of intelligence data, analysts manage and provide critical information for use by planners and decision makers.

## BENEFITS:

From courses taught by experienced intelligence professionals, students learn relevant, useful skills. Courses can be completed over an 8 week period and students receive quality instruction from a reputable institution of higher learning.

## SKILLS:

Effective writing and briefing skills, research methodologies, computer skills, understanding of the intelligence cycle, production of professional analytic reports, and effective communication of information to decision or policy makers.

## QUALITY AND CONVENIENCE:

Students will gain the knowledge and basic skills to work as analysts in national security, law enforcement, and the private sector. Instructors are current or retired intelligence professionals with extensive experience as intelligence professionals. Offered by an accredited institution of higher learning, the certificate can be earned in less than one year through the convenience of online course offerings.

## GROWTH POTENTIAL:

Notre Dame College's Certificate in Intelligence Analysis is a valuable complement to a degree in criminal justice, political science, history, sociology, psychology, international relations, and public administration. Analysts work around the world for government and law enforcement agencies as well as private corporations

## JOB OPPORTUNITIES:

Employment opportunities exist in the federal government, law enforcement, and the private sector. The need for analysts has increased dramatically, and there is a demand for persons with good communications and critical thinking skills.

**ADMISSIONS:** Admission prerequisites include a minimum of an associate's degree, or graduation from an accredited law enforcement training academy (proof required with registration). Students should possess basic computer skills.

Each course is online and eight weeks in length. To earn the Certificate in Intelligence Analysis, students will complete the following courses:

### INTRODUCTION TO INTELLIGENCE ANALYSIS

This course provides an introduction to the field of intelligence and national security. We will examine the history and development of United States intelligence and members of the intelligence community. Specific topics include the intelligence cycle, the relationship between intelligence professionals and policy makers, the restructuring of the U.S. intelligence community, oversight and accountability, and covert action as a policy option. The moral and ethical implications of intelligence practices will also be discussed.

**Continuing Ed. Credit:** 40 contact hours  
**Continuing Ed. Course #:** INT1000



### RESEARCH AND ANALYSIS

This course seeks to develop in students the skills and abilities necessary for conducting basic intelligence analysis. A variety of exercises and practical applications are used to foster critical thinking skills, the planning and coordination of data collection from a variety of sources, and the use of analytic tools in establishing connections between people, places, events and other entities. Students are exposed to a computer software program that visually depicts complex relationships.

**Continuing Ed. Credit:** 40 contact hours  
**Continuing Ed. Course #:** INT1002



### STRATEGIC INTELLIGENCE

Strategic intelligence (STRATINT) pertains to the collection, processing, analysis, and dissemination of intelligence that is required for forming policy and military plans at the national and international level. This course will introduce the student to how the US government and others develop and use strategic intelligence, the difficulties involved, methodologies and numerous case studies both written and available via video that will analyze successes and failures related to the discipline.

**Continuing Ed. Credit:** 40 contact hours  
**Continuing Ed. Course #:** INT1007



### TERRORISM

Terrorism as a form of political violence has taken "center stage" around the world and constitutes a significant threat to the security of all nations. This course examines the nature and extent of international terrorism and focuses on the mechanisms used by governments and their security agencies to detect and prevent acts of terrorism. The role of intelligence in law enforcement and national security anti-terrorist efforts is examined in the context of current affairs. Selected case studies will address the motives, tactics, and financing of terrorist groups operating today.

**Continuing Ed. Credit:** 40 contact hours  
**Continuing Ed. Course #:** INT1004



# TUITION AND FEES

- » \$975 per course
- » \$3900 for the entire certificate program
- » Payment is due in full prior to the start of each course
- » A non-refundable deposit of \$100 is due at the time of acceptance.

## IMPORTANT DATES

- » **ONLINE TERM 3**  
January 16, 2012 to March 11, 2012
- » **ONLINE TERM 4**  
March 12, 2012 to May 6, 2012
- » **ONLINE TERM 5**  
June 4, 2012 to July 29, 2012
- » **ONLINE TERM 1**  
August 27, 2012
- » **ONLINE TERM 2**  
October 22, 2012

## HOW TO APPLY

1. Complete the online admissions application located at:  
<http://www.notredamecollege.edu/adult/professional-development/certificate-intelligence-studies>
2. **If applying to the Intelligence Analysis program then submit *one of the following*:**
  - a) Official transcript showing proof of an associate's degree
  - b) Proof of graduation from an accredited law enforcement training academy**If applying to the Competitive (Business) Intelligence program then submit an official transcript showing proof of completion of a bachelor's degree.**
3. Submit a current, original, professional writing sample that is 1-2 pages in length (examples include a professional report, research paper, lesson plan, etc.) that demonstrates your writing ability via mail, fax, or email

All application materials may be sent via mail, email, or fax to:

**Mail:** Office of Professional Development 4545 College Road Cleveland, OH 44121  
**Email:** intel@ndc.edu  
**Fax:** 216.916.4176

**All applicants must complete the steps listed above to be considered for admission.**

4. Complete an interview (phone interviews are acceptable) with the Finn Center Office of Professional Development. Upon receipt of all materials for your file we will contact you to schedule.

**If you have questions about the application process or our programs, please contact:**

**Kris Jensen at [Kjensen@ndc.edu](mailto:Kjensen@ndc.edu) or 216.373.5219**

# SPORTS AND ATHLETICS CERTIFICATE PROGRAMS



## COACHING PRINCIPLES

CPD Faculty



This course provides coaches with an overview of the following areas: coaching philosophy, sport psychology, sport pedagogy, sport physiology, and sport management. This course stresses a philosophy of athletes first, winning second. The offering prepares prospective coaches for a successful, fulfilling, and hassle-free experience coaching young people.

Participants will emerge with a practical, working knowledge of:

- Developing a coaching philosophy
- Understanding the basics of sport psychology for young children and teens
- Understanding the need for sport conditioning and fitness
- Developing a management style for the sport they coach or the facility they control

**Graduate Credit:** 1 semester hour  
**Graduate Course #:** ED505A  
**Graduate Course Cost:** \$165

Process for obtaining college credit:

- Participants purchase the ASEP Coaching Principles online course through the Notre Dame College portal page on the ASEP Web site. Visit - [http://www.asep.com/asep\\_content/org/NDC.cfm](http://www.asep.com/asep_content/org/NDC.cfm)
- From the table at the bottom of the page, click on "Online Course with Print Materials" next to the Coaching Principles listing to begin the purchasing process using a credit or debit card.
- When the student is ready to register for college credit:
  - Email [kjensen@ndc.edu](mailto:kjensen@ndc.edu) to register for college credit.
  - Upon completion of the on-line course, the student will meet with an assigned faculty to complete the graduate assignment.

## INTRODUCTION TO ATHLETIC ADMINISTRATION

Bill Schumacher, M.Ed., CMMA,  
AD, Revere Schools

**Dates:** Independent Study  
**Times:** Contact Center for Professional Development

This course is the NIAAA/OIAAA Leadership Training course (502). The course takes the basic approach to the fundamentals and methods of athletic administration. It alerts and educates athletic administrators regarding potential problems and possible solutions in areas of budgeting, transportation, scheduling, parent/student/ coach conflicts. Covered briefly are athletic/activity program philosophy, department organizational charts, activity procedures/checklists, public relations, coaching applications/assessments, and emergency plans. A comprehensive manual provides the core content of the course.

**Graduate Credit:** 3 semester hours  
**Graduate Course #:** ED508  
**Graduate Course Cost:** \$515

Text: (provided by the instructor at the first class session)  
Athletic Administration: A Comprehensive Guide, NIAAA, LTC 502

## SPORTS FIRST AID & CPR

CPD Faculty



This American Sports Education Program course will provide the basic knowledge of sports injuries to prepare for medical emergencies, to recognize minor and serious sports injuries, and to administer appropriate sports first aid until professional medical help arrives. The intent of this course is to reduce the number of avoidable injuries and to respond to life-threatening injuries. This offering includes a four-hour classroom CPR session. Meets the Ohio High School Athletic Association requirement for Pupil Personnel certification

**Graduate Credit:** 1 semester hour  
**Graduate Course #:** ED505B  
**Graduate Course Cost:** \$165

Process for obtaining college credit:

- Participants purchase the ASEP Sports First Aid & CPR online course through the Notre Dame College portal page on the ASEP Web site. Visit - [http://www.asep.com/asep\\_content/org/NDC.cfm](http://www.asep.com/asep_content/org/NDC.cfm)
- From the table at the bottom of the page, click on "Online Course with Print Materials" next to the Sports First Aid & CPR listing to begin the purchasing process using a credit or debit card.
- When the student is ready to register for college credit:
  - Email [kjensen@ndc.edu](mailto:kjensen@ndc.edu) to register for college credit.
  - Upon completion of the on-line course, the student will meet with an assigned faculty to complete the graduate assignment.

## 3 GRADUATE SEMESTER HOURS-SPRING 2012

\*practical strategies \*quality instruction \*technology utilization \*high group involvement



Instructional Delivery Services (IDS) in partnership with NOTRE DAME COLLEGE  
**The Standard of Excellence in Teacher Education** \*\* Tuition 3 graduate semester hours = \$455.00  
 at Notre Dame College 4545 College Road, South Euclid, Ohio 44121

### ED584D UNDERSTANDING CHILDHOOD DISORDERS IN THE K-12 INCLUSIVE CLASSROOM

January 21, February 4, March 3, March 17 8:00 AM ~ 5:00 PM

With so many different types of students that are now “included” into the regular education classroom, teachers need to have a knowledge of the different types of disorders that children may now have. Students will learn the definitions of the different disorders, the family ramifications, educational implications, and strategies for enhancing the learning for these children.

*Instructor: Dr. Becca Boyle*

### ED584V BUILDING FOUNDATION FOR ACHIEVEMENT: UNDERSTANDING WHAT STUDENTS BRING TO LEARNING

January 21, February 4, March 3, March 17 8:00 AM ~ 5:00 PM

This course is designed for teachers K-12 who want to improve student achievement by assessing, activating, and building background knowledge. Participants will explore research-based strategies to help students create the foundation for learning and achievement.

*Instructor: Don Mastrobuono*



### ED584T TECHNOLOGY FOR THE TEACHER AND STUDENT K-12 \*\*HQT

January 21, February 4, March 3, March 17 8:00 AM ~ 5:00 PM

Participants will gain experience in various forms of technology and computer programs as well as develop effective strategies for using technology in the classroom. Emphasis will be placed on developing personal and instructional skills.

*Instructor: Chris Hazelton*

### ED584U UNDERSTANDING DATA TO ENHANCE INSTRUCTION

January 21, February 4, March 3, March 17 8:00 AM ~ 5:00 PM

This course is designed for classroom teachers preparing students to take the Ohio Achievement Tests and the Ohio Graduation Test. The primary emphasis is on examining the different types of data and determining the best use of the data to enhance student performance and to direct teachers’ own needs for increasing content knowledge.

*Instructor: Darryl Innocenzi*

### ED584B BUILDING CLASSROOM MANAGEMENT & DISCIPLINE K-12

January 28, February 25, March 10, March 24 8:00 AM ~ 5:00 PM

This course is designed to explore approaches and techniques that combine “classroom management” with the “active engagement of students” in meaningful curricular activities. Emphasis will be placed on procedures and routines that proactively eliminate problematic behaviors.

*Instructor: Darryl Innocenzi*

# INSTRUCTIONAL DELIVERY SERVICES

## ED584C POWER OF THE INTERNET IN THE CLASSROOM K-12 \*\*HQT

January 28, February 25, March 10, March 24

8:00 AM ~ 5:00 PM

Participants will learn how to harness the benefits of the internet for the classroom through building awareness of information gathering, educational resources, and teacher/student tools.

*Instructor: Chris Radtke*

## ED584J COOPERATIVE LEARNING K-12

January 28, February 25, March 10, March 24

8:00 AM ~ 5:00 PM

Students will learn about various cooperative learning structures (experientially), classroom management issues related to using cooperative learning and will create lesson plans using a cooperative structure.

*Instructor: Dr. Diana Tuggey*

## ED 584R CONTENT LITERACY: READING, WRITING AND BEYOND K-12

January 28, February 25, March 10, March 24

8:00 AM ~ 5:00 PM

This course is designed to develop activities that support literacy and enhance content understanding throughout the curriculum. Improving skills in reading, writing, listening and speaking will be emphasized.

*Instructor: Don Mastrobuono*

\* All courses are of a blended format in which there is classroom contact time plus external assignments or project to be completed and handed in or sent to the instructor.

\*\*HQT = Meets Highly Qualified Teacher requirements

The Department of Education at Notre Dame College is accredited by the National Council of Accreditation of Teacher Education (NCATE), 2010 Massachusetts Ave., NW, Suite 500, Washington, DC 20036; phone 202-466-7496.

**Tuition 3 graduate semester hours = \$455.00**

**Please send completed registration form with a non-refundable deposit check for \$50.00 payable to *Instructional Delivery Services*, 1119 Meadow Woods Dr., Macedonia, Ohio 44056. The balance of the tuition is due at the first class session (checks, cash or money order).**

**PLEASE CALL DARRYL OR ELIZABETH INNOCENZI @ 330.467.2896 WITH ANY QUESTIONS.**

\*\*\*\*\*Your canceled deposit check will serve as your verification of enrollment. \*\*\*\*\*

**NOTRE DAME COLLEGE & INSTRUCTIONAL DELIVERY SERVICES - SPRING 2012 - \*PLEASE PRINT CLEARLY**

Course Title \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_ City/Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

School District \_\_\_\_\_ Subject \_\_\_\_\_

I have taken a course from Notre Dame College or through IDS.

I have NOT taken a course from Notre Dame College or through IDS.  
(A copy of your teaching certificate is required for registration at the first class session.)



# SACRED ART OF LIVING

## Center For Spiritual Formation

### WORKSHOP #1

#### SACRED ART OF LIVING AND DYING, UNIT ONE: UNDERSTANDING SPIRITUAL PAIN

DATE: March 23 & 24, 2012      TIME: 9:00 AM - 6:00 PM

Participants learn about the rich cultural history and clinically sound practices for detecting and alleviating spiritual and emotional distress at the end of life. Proven results for patients include reduced anxiety, an improved quality of living and more effective pain management. Caregivers learn valuable models for addressing death anxiety as the most critical issue for the dying person.

### WORKSHOP #2

#### SACRED ART OF LIVING & DYING: UNIT TWO - DIAGNOSING SPIRITUAL PAIN

DATE: May 11 & 12, 2012      TIME: 9:00 AM - 6:00 PM

Participants study in depth the time-tested primary diagnoses of spiritual pain: forgiveness, relatedness, meaning and hope. Through a series of case studies as well as reflecting on personal experience, traditional and contemporary modes of inner healing are applied to pastoral practice. The result is an enhanced ability to recognize and celebrate the final gifts of growth and transformation revealed at the end of life.

### WORKSHOP #3

#### SACRED ART OF LIVING & DYING: UNIT THREE - HEALING SPIRITUAL PAIN

DATE: July 20 & 21, 2012      TIME: 9:00 AM - 6:00 PM

Participants experience and are mentored in a wide range of creative and effective psychospiritual tools for end of life care. The spectrum of practices includes art and music therapies, guided imagery, coma work and prescriptive ritual tailored to the spiritual belief of each patient. Holistic therapies are drawn from the world's great spiritual traditions and applied with contemporary scientific skills.

### WORKSHOP #4

#### SACRED ART OF LIVING & DYING: UNIT FOUR - TRANSFORMING SPIRITUAL PAIN

DATE: Sept. 14 & 15, 2012      TIME: 9:00 AM - 6:00 PM

Participants take previous courses to a deeper level of personal integration. The meaning of life and death, compassion and caring are explored in a nurturing environment. Based on lessons that the dying teach the living, this retreat format allows for ample reflection on the meaning of end-of-life ministry. Exercises include meditation, life-priorities evaluation and self-care skills for maintaining a centered, professional presence.

**COST \$350**

*(10% discount will be offered to participants who wish to register for all 4 Units at the same time.)*

To register or for more information contact: Ph: 541-383-4179 | Fax: 541-383-0625 | [sacredartofliving.org](http://sacredartofliving.org)

# EDUCATIONAL TECHNOLOGY MASTER CERTIFICATE



**FULLY ONLINE!** *Three course certificate program for licensed educators who are looking to enhance their skills beyond just understanding how to use new tools and technology.*

## INSTRUCTIONAL DESIGN FOR ONLINE ACTIVITIES

**DATE:** MARCH 12 ~ MAY 6, 2012

This course explores two components of instructional design theory. It explores instructional methods and the instructional situations in which a method should or should not be used based on the:

- Type of learning to be accomplished or supported
- Nature of the learner
- Environment where the learning occurs
- Design constraints

Additionally, the course will explore models of the instructional design process. Models explored will include Community of Inquiry model, the Pebble-in-the-Pond model, the backwards design model, and Jonassen's model for designing constructivist learning environments. Approaches that teachers can use online to promote critical thinking in their students will be evaluated. The course will investigate the shift in teacher/student roles in the online environment as well as how to facilitate the promotion of learning communities. Finally, the course will explore how teachers can use online activities as a means of gathering formative evaluation information as a basis for continuous improvement.

---

## USING SOCIAL MEDIA TO ENHANCE INSTRUCTION

**DATE:** JUNE 4 ~ JULY 29, 2012

The course will explore the challenge of effectively using social media to engage students in reflection, gain knowledge from "experts", improve their writing skills through publishing, and collaborate to construct new knowledge. Some of the tools investigated will include the use of blogs, blog responses, wikis, social bookmarking, social networking, collaborative presentation tools, and collaborative educational game sites. This course focuses on best practices for interacting with students in an online learning environment. Guidelines for maintaining an effective teaching presence such as determining when and at what level teacher-student interaction should occur will be discussed. We will construct solutions to safety, ethical, and technical concerns. Additionally, we will explore discipline-specific sites where your students can contribute to the global field of knowledge.

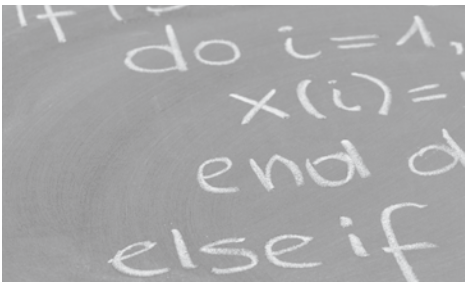
---

## EDUCATIONAL TECHNOLOGY AND THE LAW

**DATE:** JUNE 4 ~ JULY 29, 2012

Technology is revolutionizing the way in which our students are learning. While there are numerous benefits to the use of technology in the learning environment there are also a number of ways in which technology can be used to harm others. The law is continually evolving and struggling to keep pace with these rapid changes. This online course will provide participants with an understanding of educational technology and the law. Such topics will include cybercitizenship, internet safety, sexting, cyberbullying, freedom of speech, privacy, plagiarism, and copyright, and as they relate to the use of technology in and out of school.

**COST \$515 PER COURSE**  
**TO REGISTER OR FOR MORE INFORMATION CONTACT**  
**KRIS JENSEN AT [KJENSEN@NDC.EDU](mailto:KJENSEN@NDC.EDU) | 216.373.5219**



# 4<sup>th</sup>/5<sup>th</sup> Grade Endorsement Fully ONLINE!



## COURSES

**EDD644L**

*OAC 4-5 Language Arts and Social Studies*

**EDD643S**

*OAC 4-5 Science and Math*

**EDD642C**

*OAC 4-5 Collaboration for 4-5 Endorsement*

**\$600 PER COURSE**



# NOTRE DAME

COLLEGE

**NotreDameCollege.edu**

4545 College Road  
South Euclid, Ohio 44121

*Changing the World...One Student at a Time.*



## UPCOMING START DATES

January 16, 2012 to March 11, 2012

March 12, 2012 to May 6, 2012

June 4, 2012 to July 29, 2012

August 27, 2012 to October 21, 2012

October 22, 2012 to December 16, 2012

May be added to an Early Childhood P-3 teaching license

Aligned with the Ohio Academic Content Standards for grades four and five

Three online courses (*nine semester hours*)

Each require 3 live online meetings

Each online course is eight weeks in length

Start Any Term

Ten hours of field experience per course

*(allows students to apply their knowledge in the classroom)*

## HOW DO I GET STARTED?

Contact Kris Jensen, [kjensen@ndc.edu](mailto:kjensen@ndc.edu) | 216.373.5219



## ADVANCED CLASSROOM MANAGEMENT FOR SECONDARY TEACHERS

Janet Keeler, Ph.D. & William Oliverio, Ed.D.

**Dates:** April 14 & 28, 2012  
(Attendance is required at all course sessions)  
**Times:** 8:00 AM ~ 5:00 PM  
**Location:** NDC Administration Building  
(Room signs will be posted)

This is part two of the 2-part series Classroom Management for Secondary School Teachers and addresses advanced study in the principles and applications of classroom management. This course will use practical experiences, case examples, group exercises and out of the classroom assignments to promote increased skills in defining and assessing the environment, the student, the inappropriate behaviors, and your teaching style/ philosophy's influence on classroom management. It will also detail teacher/student relationship-based teaching and teacher/parent relationship based collaboration. The information provided will allow participants to better understand, effectively communicate and immediately implement teaching strategies across a variety of school, mental health, and human services settings. You will learn to evaluate intervention strategies and how to design a classroom management plan that makes sense for your students.

**Graduate Credit:** 3 semester hours  
**Graduate Course #:** ED582X  
**Graduate Course Cost:** \$515

## ADVERTISING, ADBUSTING, AND THE ART OF CRITICAL VIEWING

Carol Tizzano, M.A.

**Dates:** January 27-28, 2012  
(Attendance is required at all course sessions)  
**Times:** Friday, 5:30 ~ 9:30 PM  
Saturday, 8:30 AM ~ 4:30 PM  
**Location:** NDC Administration Building  
(Room signs will be posted)

Advertising is designed to reach even the youngest viewer; therefore, this offering is open to all levels, elementary to secondary. Advertising is a powerful aspect of contemporary culture. Understand how advertising works and how to address it in the classroom with teenagers or the elementary students. This lively and interactive course includes screenings, activities, discussion and plenty of ideas to take back to the classroom. This approach to critical viewing promises to be fun with user friendly skills for learners at any level.

**Graduate Credit:** 1 semester hour  
**Graduate Course #:** ED662H  
**Graduate Course Cost:** \$260

## AN INTRODUCTION TO TEACHING, LEARNING AND POVERTY

Karen Valenza, M.Ed.

NEW!

**Dates:** April 21 & 28, 2012  
(Attendance is required at all course sessions)  
**Times:** 8:30 AM ~ 2:00 PM  
**Location:** NDC Administration Building  
(Room signs will be posted)

The number of students coming from the culture of poverty is increasing. To understand the characteristics of poverty and how they relate to education is crucial in assuring that all students will achieve, regardless of their Socioeconomic Status. This course will introduce key points about poverty and suggest ways that schools can support students whose lives are impacted by it.

**Graduate Credit:** 1 semester hour  
**Graduate Course #:** ED563P  
**Graduate Course Cost:** \$260

## ASSESSMENT & EVALUATION FROM BIRTH TO THREE

Kathy Wojciak, M.Ed.

**Dates:** March 3, 10, 17, 24 2012  
(Attendance is required at all course sessions)  
**Times:** Saturday: 8:00 AM ~ 5:00 PM  
**Location:** NDC Administration Building  
(Room signs will be posted)

This course will cover screening/assessment instruments and processes for children ages birth to three. This will include family interviewing, observation and formal assessment practices. Federal and state mandates as they relate to assessment and the IFSP will be discussed. Students will have practical experiences in assessment during class time and in their major project. This satisfies OD/DD initial or renewal EI certification requirements whether taken for graduate, undergraduate credit, or on the non-college credit basis referred to below as Early Intervention seminar.

**Graduate Credit:** 3 semester hours  
**Graduate Course #:** ED560C  
**Graduate Course Cost:** \$515

**Undergraduate Credit:** 3 semester hours  
**Undergraduate Course #:** BMR120  
**Undergraduate Course Cost:** \$475

**(Early Intervention seminar)** 30 CPDU's\*  
\*will appear on the same certificate  
**Course Cost:** \$250

## BLENDING ART WITH THE CURRICULUM K-12

*Kathleen Riley, M.S. Ed.*

**Dates:** March 16-17, 2012  
 (Attendance is required at all course sessions)  
**Times:** Friday, 5:00 ~ 9:00 PM  
 Saturday, 8:30 AM ~ 4:30 PM  
**Location:** NDC Administration Building  
 (Room signs will be posted)

Do you teach art to students through other academic subjects? Come learn how to enhance your curriculum using American art images to develop a student's higher order thinking skills. Participants will take away a packet of resources to help incorporate art activities into lesson plans. We will use the state standard's benchmarks to teach the creative spirit of each age in American art history through a cultural and historical framework.

**Graduate Credit:** 1 semester hour  
**Graduate Course #:** ED583G  
**Graduate Course Cost:** \$260

## BRAIN GYM 101

*Pamela Fox Denzler, OTR/L & Barbara Latona Samson, M.Ed.*

**Dates:** March 9-10 & 23-24, 2012  
 (Attendance is required at all course sessions)  
**Times:** Registration, 4:30 PM  
 Friday, 5:00 ~ 9:00 PM  
 Saturday, 8:30 AM ~ 5:30 PM  
**Location:** NDC Administration Building  
 (Room signs will be posted)

Brain Gym uses simple movements to help access the whole brain by integrating left and right brain functions for a task. The movements are easy, enjoyable and can bring about improvements in concentration, memory, reading, writing, computation, organizing, listening, physical coordination and more. Brain Gym develops the brain's neural pathways nature's way--through movement. Teachers, tutors, educational aides, parents, therapists, coaches, administrators and anyone wishing to gain a greater understanding of Brain Gym will benefit from this offering.

**For more information and workshop registration contact:**

**Pam:** 440.892.9232 **Barb:** 440.942.8811. Leave message.

**Pam:** tdenzler@ameritech.net **Barb:** Knesthetic@aol.com

**Workshop Cost:** \$375 Payable to the instructor  
 CEU's available for

occupational therapists and physical therapists

**CEU Physical Therapists Cost:** \$25

(In addition to the workshop cost)

**Graduate Credit:** 2 semester hours

**Graduate Course #:** ED566B

**Graduate Credit Cost:** \$270 Payable to NDC

(In addition to the workshop cost)

## CHALLENGING YOUTH BULLYING WITH MEDIA LITERACY

*Carol Tizzano, M.A.*

**Dates:** January 13-14, 2012 repeats March 16-17, 2012  
 (Attendance is required at all course sessions)  
**Times:** Friday, 5:30 PM ~ 9:30 PM  
 Saturday, 8:30 AM ~ 4:30 PM  
**Location:** NDC Administration Building  
 (Room signs will be posted)

Whether through eye rolling and quiet whispers or an all out cafeteria fight, bullying is a reality that is more pervasive and damaging than realized. This offering examines how today's popular culture consumed by the youth contributes to a climate of bullying. We will explore research that shows girls and boys bully differently. Screenings, presentations, and activities will identify and help all to understand the problem and address remedies.

**Graduate Credit:** 1 semester hour  
**Graduate Course #:** ED662K  
**Graduate Course Cost:** \$260

## CHILDREN OF INCARCERATED PARENTS: WHAT EDUCATORS NEED TO KNOW

**NEW!**

*Jimmy Tyree, MPA*

**Dates:** May 4-5, 2012  
 (Attendance is required at all course sessions)  
**Times:** Friday, 5:30 ~ 9:30 PM  
 Saturday, 8:30 AM ~ 4:30 PM  
**Location:** NDC Administration Building  
 (Room signs will be posted)

This workshop explores the impact parental incarcerations have on children in the classroom and dispels some of the myths about the criminal justice system. Participants will take a structured walk through various phases of the criminal justices system with an in-depth look at the federal court system. Participants will identify the steps to take in implementing a supportive and positive school environment for children impacted by the criminal justice system. Participants will share their experiences and learn intervention techniques that foster positive outcomes in teaching children of incarcerated parents

**Graduate Credit:** 1 semester hour  
**Graduate Course#:** ED563I  
**Graduate Course Cost:** \$260

## CLASSROOM MANAGEMENT FOR SECONDARY TEACHERS

*Janet Keeler, Ph.D. & William Oliverio, Ed.D.*

**Dates:** March 17 & 31, 2012  
(Attendance is required at all sessions)  
**Time:** Saturday, 8:00 AM ~ 5:00 PM  
**Location:** NDC Administration Building  
(Room signs will be posted)

This blended course is a study in the principles and applications of classroom management. Learn about the unique qualities of secondary school students and middle/high school environments that make classroom management a particular challenge. This offering will cover the reasons why children misbehave and how to effectively respond to common behavioral issues. Practical experiences, case examples and web-based exercises will promote increased skills in defining and assessing the environment, the student, the inappropriate behaviors, and teaching style/philosophy's influence on classroom management. Learn to evaluate intervention strategies and how to design a classroom management plan that makes sense for your students. Contents will cover strategies for parent/professional collaboration and will allow participants to immediately implement strategies across a variety of school, mental health, and human services settings.

**Graduate Credit:** 3 semester hours  
**Graduate Course #:** ED582S  
**Graduate Course Cost:** \$515

## EDUCACHING: GPS AND GEOCACHING FOR CLASSROOM TEACHERS

*Fran Reddick, M. A.*

**Dates:** May 4-5, 2012  
**Times:** Friday, 5:00 ~ 9:00 PM  
Saturday, 8:30 AM ~ 4:30 PM  
**Location:** NDC Administration Building  
(Room signs will be posted)

Learn how to infuse your class with the desire to explore and discover knowledge. Teachers will learn how to create lessons using GPS devices to encourage students to a road to safe exploration within you classroom, campus or community. Using the handheld GPS unit teachers will learn about GoogleEarth, Geocaching and how to become Educaching teachers. GPS units will be provided during the course.

**Graduate Credit:** 1 semester hour  
**Graduate Credit #:** ED588U  
**Graduate Course Cost:** \$260

## EXPLORING SCIENCE THROUGH CONTENT LITERACY

*Don Mastrobuono, M.A.*

**Dates:** February 10-11, 17-18 & April 20-21, 2012  
(Attendance is required at all course sessions)  
**Times:** Fridays, 5:00 ~ 9:00 PM  
Saturdays 8:30 AM ~ 4:30 PM  
**Location:** NDC Administration Building  
(Room signs will be posted)

The ability to comprehend, communicate ideas, and construct meaning is integral to learning. To meet Ohio standards in all content areas, effective strategies are essential for teachers to enable students to develop the skills needed. This course will emphasize strategies and development of activities specific to literacy and science. Integration of content information from text, video, and oral presentations towards improving skills in reading, writing, listening, speaking and thinking are essential. Participants will gain experience in developing assignments, assessing and evaluating both the level of student comprehension and the depth of thinking as it pertains to science.

**Graduate Credit:** 3 semester hours  
**Graduate Course #:** ED636B  
**Graduate Course Cost:** \$515

## HOW TO APPLY THE UNIVERSAL DESIGN FOR LEARNING IN EVERY CLASSROOM

*Dawn Fleming, MA*

**Dates:** February 3-4, 2012  
(Attendance is required at all course sessions)  
**Times:** Friday, 5:00 PM ~ 9:00 PM  
Saturday, 8:30 AM ~ 4:30 PM  
**Location:** NDC Administration Building  
(Room signs will be posted)

Universal design for learning... what is it all about!? This concept will help any teacher make each lesson adaptable for any type of learner. From children with severe special needs, to the active student that is difficult to maintain their focus, this class will make your teaching environment an instrumental learning classroom. The course is useful for anyone in administration as well, take the tools you learn from this class and help your teachers employ them into their daily classroom routines and curriculum development.

**Graduate Credit:** 1 semester hour  
**Graduate Course #:** ED511B  
**Graduate Course Cost:** \$260

## INTEGRATING MEDIA LITERACY INTO THE K-12 CLASSROOM

*Carol Tizzano, M.A.*

**Dates:** February 10-11, 2012  
 (Attendance is required at all sessions)  
**Times:** Friday, 5:30 PM ~ 9:30 PM  
 Saturday, 8:30 AM ~ 4:30 PM  
**Location:** NDC Administration Building  
 (Room signs will be posted)

Taking the media seriously and understanding media literacy basics is relevant across all grade levels. Preschool children are already immersed in media before reaching elementary school. Media literacy is an essential mindset and skill that all twenty-first educators need. This offering helps the participant to critically analyze media and its impact on your academic discipline. Learn the skills to use media literacy in you area of study and at any age level. This course consists of class time plus an external assignment.

**Graduate Credit:** 1 semester hour  
**Graduate Course#:** ED662F  
**Graduate Course Cost:** \$260

## IPAD & ITUNE APPS MARKETED TOWARDS PARENTS AND EDUCATORS OF CHILDREN WITH AUTISM

*Aries N. Cobb, Ed.D.*

**Dates:** May 5 & 12, 2012  
 (Attendance is required at all course sessions)  
**Times:** 8:30 AM ~ 4:30 PM  
**Location:** NDC Administration Building  
 (Room signs will be posted)

Are you a Special Education Teacher, Applied Behavior Analyst, Speech Language Pathologist, or someone interested in using the latest technology for persons with learning disabilities? This course explores how iTunes and iPad Apps can enable students with autism to achieve educational goals. Techniques for using the iPad in the learning process are examined, with hands-on experience in an Adaptive Technology Lab.

**Graduate Credit:** 2 semester hours  
**Graduate Course #:** ED560G  
**Graduate Course Cost:** \$450

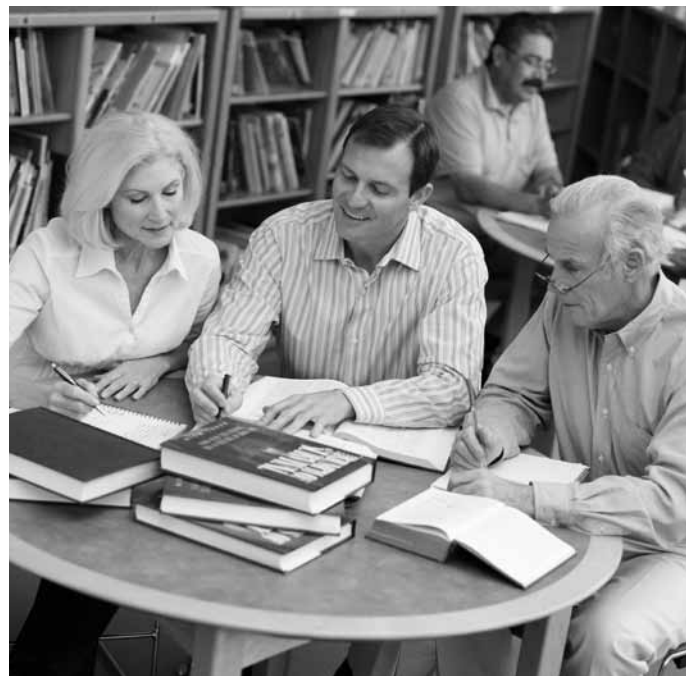
## MAKING MOVIES: INTEGRATING 21ST CENTURY SKILLS AND ANIMATION IN THE K-12 SETTING

*Carol Tizzano, M.A.*

**Dates:** February 24-25, 2012  
 (Attendance is required at all course sessions)  
**Times:** Friday, 5:30 ~ 9:30 PM  
 Saturday, 8:30 AM~ 4:30 PM  
**Location:** NDC Administration Building  
 (Room signs will be posted)

Easy, fun and rewarding! Model Animation, Claymation, Stopmotion, 3D Animation and Character Animation are terms used to describe the same form of animation created by moving and photographing models. With so much choice of easy-to-use software available for both Mac and PC it's hard to ignore the potential of animation in the classroom today. Animation in education is possible, fun, easier than it looks and rewarding.

**Graduate Credit:** 1 semester hour  
**Graduate Course#:** ED700A  
**Graduate Course Cost:** \$260



## NO TEACHER LEFT BEHIND: INTRODUCTION TO CLASSROOM TECHNOLOGY

*Fran Reddick, M.A.*

**Dates:** February 17-18, 2012  
**Times:** Friday, 5:00 PM ~ 9:00 PM  
Saturday, 8:30 AM ~ 4:30 PM  
(Attendance is required at all sessions)  
**Location:** NDC Administration Building  
(Room signs will be posted)

Are you lost, overwhelmed or just have not had an opportunity to use classroom technology, then this introductory class is for you. No teacher will be left behind when it comes to using the internet, projectors, interactive whiteboards, document cameras or other related peripheral classroom technology. We will start at the beginning and work through the various types of technology to increase your comfort level and skills you will need to feel comfortable with today's new way of teaching.

**Graduate Credit:** 1 semester hour  
**Graduate Course #:** ED583Z  
**Graduate Course Cost:** \$260

## PARENT PROFESSIONAL PARTNERSHIP (FAMILY DYNAMICS)

*William Oliverio, Ed.D.*

**Dates:** January 21 & February 4, 2012  
(Attendance is required at all course sessions)  
**Times:** Saturday, 8:00 AM ~ 5:00 PM  
**Location:** NDC Administration Building  
(Room signs will be posted)

This blended course is designed to give students an overview of the issues associated with working with families of disabled children and adults. It will provide students with specific strategies to more effectively develop family/professional-working partnerships. The course will provide you with an understanding of parental educational rights and responsibilities, legislative issues and methods for professionals and parents/guardians to communicate in person, in writing, by telephone and through technology. This offering also provides an understanding of the dynamics of family relationships between siblings with and without disabilities as well as immediate and extended family members. Stages of acceptance, coping strategies and expectations for the future are covered. This course meets the requirement for Early Intervention Family Dynamics certification. This is a blended course. It will consist of class time plus an external project assignment to be completed and sent to the instructor via email. Access to a computer is necessary to complete assignments.

**Graduate Credit:** 2 semester hours  
**Graduate Course #:** ED563  
**Graduate Course Cost:** \$450

**Undergraduate Credit:** 2 semester hours  
**Undergraduate Course #:** BMR109  
**Undergraduate Course Cost:** \$400

**(Early Intervention seminar)** 30 CPDU's\*  
**\*will appear on the same certificate**  
**Course Cost:** \$250

## PRINCIPLES OF BEHAVIOR SUPPORT

*Janet Keeler, Ph.D.*

**Dates:** April 21 & May 5, 2012  
(Attendance is required at all course sessions)  
**Times:** 8:00 AM ~ 5:00 PM  
**Location:** NDC Administration Building  
(Room signs will be posted)

This offering is a study of fundamental principles of behavior management behavior support). Topics include prevention, positive programming for durable results, and the limitations of the non-aversive model. Practical experiences and case examples promote increased skills in defining behaviors, behavioral assessments, and designing and evaluating intervention strategies. A variety of intervention strategies are reviewed. Essential information provided allows participants to immediately implement strategies across a variety of school, mental health, and human services settings. This satisfies ODMR/DD initial or renewal EI certification requirements whether taken for graduate, undergraduate credit, or on the non-college basis referred to below as Early Intervention seminar. This is a blended course. It will consist of class time plus an external project assignment to be completed and sent to the instructor via email. **Access to a computer is necessary to complete assignments.**

**Graduate Credit:** 2 semester hours  
**Graduate Course #:** ED561  
**Graduate Course Cost:** \$450

**Undergraduate Credit:** 2 semester hours  
**Undergraduate Course #:** BMR102  
**Undergraduate Course Cost:** \$400

**(Early Intervention seminar)** 30 CPDU's will appear on the same certificate  
**Cont. Education Course Cost:** \$250

## PRINCIPLES OF GROUP FACILITATION (TEAM MODELS)

*Julianne Massimo, M.A.*

**Dates:** March 10 & 24, 2012  
(Attendance is required at all sessions)  
**Times:** 8:00 AM ~ 5:00 PM  
**Location:** NDC Administration Building  
(Room signs will be posted)

Professionals in all service areas can gain understanding from what it means to be a team. This course will explore how your organization works, what benefits a team approach would make and why top-down approaches cannot always work. The course explores team membership and behavior. Facilitating a team meeting is a skill that can be developed. It is essential for today's professionals to have the know-how to run a successful and productive meeting on behalf of their clients whether they are children's parents and teachers in an IEP, adults planning to strategically develop new methods of management, or problem-solvers looking for solutions to sticky situations. This satisfies ODMR/ DD initial or renewal EI certification requirements whether taken for graduate/ undergraduate credit, or on the non-college credit basis referred to below as Early Intervention seminar. This is a blended course. It will consist of class time plus an external project assignment to be completed and sent to the instructor via email.

**Access to a computer is necessary to complete assignments.**

**Graduate Credit:** 2 semester hours  
**Graduate Course #:** ED562  
**Graduate Course Cost:** \$450

**Undergraduate Credit:** 2 semester hours  
**Undergraduate Course #:** BMR104  
**Undergraduate Course Cost:** \$400

**(Early Intervention seminar):** 30 CPDU's will appear on the same certificate

**Continuing Education Course Cost:** \$250

## PRINCIPLES OF SUPERVISION

*Bill Oliverio, Ed.D.*

**Dates:** February 11 & 25, 2012  
(Attendance is required at all course sessions)  
**Times:** 8:00 AM ~ 5:00 PM  
**Location:** NDC Administration Building  
(Room signs will be posted)

This course provides the basics of supervision essential for a supervisor's success. Participants will also learn about group behavior and the informal organization. This course explores the fundamentals of various leadership behaviors and decision-making models. Human Resource Management issues of developing, appraising and rewarding personnel to achieve quality outcomes will be covered. The principles of motivation and delegation are covered along with effective interpersonal skills. This is a blended course. It will consist of class time plus an external project assignment to be completed and sent to the instructor via email. Access to a computer is necessary to complete assignments.

**Graduate Credit:** 2 semester hours  
**Graduate Course #:** ED567  
**Graduate Course Cost:** \$450

**Undergraduate Credit:** 2 semester hours  
**Undergraduate Course #:** BMR113  
**Undergraduate Course Cost:** \$400

**(Early Intervention seminar):** 30 CPDU's will appear on the same certificate

**Continuing Education Course Cost:** \$250



## REVISITING HOW “COGNITIVE LEARNING THEORIES” ARE STILL RELEVANT IN TODAY’S CLASSROOM

*Bob Archer, Ed.D.*

**Dates:** February 18 & March 10, 2012  
(Attendance is required at all course sessions)  
**Times:** 8:00 AM ~ 5:00 PM  
**Location:** NDC Administration Building  
(Room signs will be posted)

This is a combination course of theory and practical application in the classroom and understanding how Cognitive Learning takes place in the K-12 classroom. Using time proven strategies and research the learner will understand the practicality of usage in the classroom of the 21st century. Knowing what to expect cognitively, behaviorally and what might be considered average is essential to the effective educator of today’s students. Practical experience includes classroom visitation and an evaluation of relative theorists in light of today’s classroom. Participants will also prepare a paper on one of the “revisited theorists” and share electronically with other workshop participants. Handouts include a compilation of the selected theorists, their work and significant contributions to the field of Education Psychology.

**Graduate Credit:** 2 semester hours  
**Graduate Course #:** ED511A  
**Graduate Course Cost:** \$450

## SMART BOARD ADVANCED

*Fran Reddick, M.A.*

**Dates:** April 20-21, 2012  
(Attendance is required at all sessions)  
**Times:** Friday, 5:00 ~ 9:00PM  
Saturday, 8:30 AM ~ 4:30 PM  
**Location:** NDC - Clara Fritzsche Library Room L215

Come learn more uses for the smart board and white board in your classroom or building. This course explores the in depth use of galleries, importing your own images, creating your own collections, and the process of sharing them with others in a network environment. Also covered in this new offering are the uses of different link applications such as MS Word, Excel, and Power Point to enhance your lessons. Advance features like adding sound and flash animations to your lessons, customizing floating tool bars, and the screen capture will be covered. Bring your own materials to create new or enhance existing lessons. **Limited enrollment.**

**Please bring a memory stick or CD-w to class.**

**Prerequisite:** Smart Board Basics ~ Basic

**Graduate Credit:** 1 semester hour  
**Graduate Course #:** ED588Z  
**Graduate Course Cost:** \$260

## SMART BOARD BASICS

*Fran Reddick, M.A.*

**Dates:** March 16-17, 2012  
(Attendance is required at all sessions)  
**Times:** Friday, 5:00 ~ 9:00 PM  
Saturday, 8:30 AM ~ 4:30 PM  
**Location:** NDC - Clara Fritzsche Library Room L215

Smart Board? White Board? Do you have one in your classroom or school building, but are not sure what to do with it? This is the class for you! Come unlock the secrets of the interactive whiteboard. Learn how to use this incredible tool and create lessons that will enhance your curriculum and engage the students. This offering will also explore web sites that have smart board activities created by other teachers. Come, learn, and take away new skills and activities to make learning fun. **Limited enrollment.**

**Please bring a memory stick or CD-w to class.**

**Graduate Credit:** 1 semester hour  
**Graduate Course #:** ED588Y  
**Graduate Course Cost:** \$260

## STRESS MANAGEMENT FOR TEACHERS

*Jack Juchnowski*

**Dates:** April 20-21, 2012  
(Attendance is required at all sessions)  
**Times:** Friday, 5:00 ~ 9:00 PM  
Saturday, 8:30 AM ~ 4:00 PM  
**Location:** NDC Administration Building  
(Room signs will be posted)

Teaching is a unique profession that is substantially different from others. As such, it is uniquely rewarding, but also includes types and sources of stress unlike those of many other professions. Managing Stress Throughout the School Year identifies those sources of stress, helps determine which you are subject to or currently experiencing then, presents practical methods for managing and reducing your stress level. This course also examines the types of stress that arise during the course of the school year both from within the classroom and beyond it

**Graduate Credit:** 1 semester hour  
**Graduate Course #:** ED563C  
**Graduate Course Cost:** \$260

## THE PAPERLESS CLASSROOM: TEACHING & LEARNING IN CYBERSPACE



Mark Barnes

**Dates:** February 3 through February 24, 2012

This course will vault K-12 students into the online world, as you will learn how to create a classroom web site, complete with secure, private web sites for each individual student in your class. Never collect another paper, as students can complete virtually any task, upload any project, import pictures, graphics, videos, podcasts and more on their own web sites – all contained in your organized, online Content Management System. Learn how to create fascinating web-based lessons that can be viewed from any computer or beamed onto a screen or Smart Board, using an LCD projector. When this course is complete, you will have an amazing online classroom that will forever change the way you teach, and your students will love it. See [www.barnesclass.com](http://www.barnesclass.com) for an example. No HTML or java experience required.

**Graduate Credit:** 3 semester hours  
**Graduate Course #:** ED500A  
**Graduate Course Cost:** \$515

## TWEET, GLOG & ROLL: SOCIAL MEDIA FOR THE K-12 CLASSROOM AND BEYOND



Mark Barnes, M. Ed.

**Dates:** March 16 through April 6, 2012

Tell your students to take out pencil and paper and they'll sigh in agony. Tell them to log on to Glogster or Flickr, create a web-based project with multimedia, then upload it to Twitter or Diigo, and they'll be jumping out of their seats in anticipation. Nine out of ten teens are on the Internet daily. Seven of them are on Facebook and other social media. So why not join them there, while teaching your subject? In this course you will experience 21st century social media tools that will astonish your students and have them completing every assignment. You'll learn how to create remarkable activities using Twitter, Glogster, Diigo, Flickr, Edmodo, Wallwisher and more. Learn the true value of social media when you create something amazing with one application and share it using another. All writing, project creation and communication is done on our course web site, message board, chat room and via e-mail and Twitter. You will receive a welcome e-mail the day the course begins containing instructions. No additional costs are required. Internet access and some knowledge of the Internet are required.

**Graduate Credit:** 3 semester hours  
**Graduate Course #:** ED500C  
**Graduate Course Cost:** \$515

## WACKY WONDERFUL WEBSITES PART I

Joelle Warsh, M.Ed.



**Dates:** February 13 through March 25, 2012

If you think www just stands for the World Wide Web, come to this class and discover Wacky Wonderful Websites. Want to find a place where you can access your favorites list from any computer in the world? Would like to discover websites that help you find lessons connected with the state standards? How about places where you can design your own online quizzes or find Internet scavenger hunts for all different curricular topics? This class is designed to introduce you to a plethora of useful websites that will help make your job easier and your curriculum more fun for your kids. Come and explore the Internet with us.

**Graduate Credit:** 2 semester hour  
**Graduate Course #:** ED592A  
**Graduate Course Cost:** \$450

## WACKY WONDERFUL WEBSITES PART II

Joelle Warsh, M. Ed.



**Dates:** March 26 through May 6, 2012

If you had the pleasure of taking Wacky Wonderful Websites Part 1 you already know how much the class helped you find useful web sites to help you enhance your teaching. Now you are ready for part 2. If you didn't take part 1 but would like to discover great sites with category directories that cover all subjects and grade levels, find a place where you can access your favorites list from any computer in the world, come join the fun. How about places where you can design your own online test or create surveys you can use with your students or parents? Looking for free power point presentations free or interactive web sites on hundreds of subjects? How about a site that is organized by themes that you can search through for your specific grade level? This class is designed expose you to a plethora of useful websites that will help make your job easier and your curriculum more fun for your kids. In this course you can work at your own pace. All assignments are available at all times.

**Graduate Credit:** 2 semester hours  
**Graduate Credit #:** ED592W  
**Graduate Course Cost:** \$450

## WEB 2.0 FOR EDUCATORS AND EVERYONE

Aries N. Cobb, Ed.D., ATP

**Dates:** April 21 & 28, 2012  
(Attendance is required at all sessions)  
**Times:** 8:30 AM ~ 4:30 PM  
**Location:** NDC Administration Building  
(Room signs will be posted)

Have you read about Web 2.0 but not sure how it can help your teaching, business or your life? Have you just heard the term and have no idea what it means? Or are you just interested in new ways to integrate technology into your life to make your teaching, business or yourself more productive? If you answered yes to any of the questions above this class is for you. This class examines the use of Web 2.0 technologies in an educational context. The class will give attention for implementation of these technologies successfully into the classroom. Particular attention will be given in the areas of both audio and video podcasting as well as developing strong collaboration between students using the current technologies available to them.

**Graduate Credit:** 2 semester hours  
**Graduate Credit #:** ED588W  
**Graduate Course Cost:** \$450

## WRITING & UNDERSTANDING STANDARDS BASED IEP'S

Vivian Garfunkel, M.A.

**Dates:** April 22 & 29, 2012  
(Attendance is required at all course sessions)  
**Times:** Sundays, 8:00 AM ~ 2:00 PM  
**Location:** NDC Administration Building  
(Room signs will be posted)

Learn to write an IEP. The Individual Education Plan (IEP) is every exceptional or identified student's lifeline for academic success. If students with special needs are to achieve the academic curriculum to the best of their ability and as independently as possible, the professionals involved in the delivery of their programming must have a plan in place.

**Graduate Credit:** 1 semester hour  
**Graduate Course #:** ED702A  
**Graduate Course Cost:** \$260



# PRAXIS II PREPARATION AND REVIEW

**DATES:** Wednesdays, February 1, 8, 15, 22, 29  
March 7  
**TIME:** 6:00 ~ 8:00 PM  
**LOCATION:** Notre Dame College  
Room # (to be announced)  
**INSTRUCTOR:** Jason Floyd

*If you are planning to take one or more of the PRAXIS II tests in the coming months, you should plan to attend this Preparation/Review series of classes to:*

- Make sure you know which test(s) to take
- Find out where to get information about the tests
- Learn what topics are covered on the tests
- Use of course material to deal with the different test topics
- Learn about the different kinds of questions on the tests
- Learn strategies for answering different kinds of questions
- Develop a time strategy for taking the tests
- Develop a plan for studying for the tests

**This series of classes is  
FREE to NDC Students  
and \$45 for non-NDC Students**

**For more information or to sign-up contact  
Kris Jensen at 216.373.5219  
or at [kjensen@ndc.edu](mailto:kjensen@ndc.edu).**

**PLAN ON ATTENDING ALL CLASS SESSIONS  
AS EACH CLASS BUILDS UPON INFORMATION  
LEARNED IN EARLIER CLASSES**

### OTHER COURSE OFFERINGS



PROFESSIONAL DEVELOPMENT FOR PRE K-12  
EDUCATORS. A SERVICE OF PBS TEACHERS.

### PROFESSIONAL DEVELOPMENT ONLINE COURSES



Online professional development courses for teachers that provide challenging, in-depth learning experiences that boost student achievement. PBS TeacherLine offers professional development courses online to individual PreK-12 teachers and districts. Now offering graduate credit through Notre Dame College.

[http://www.wviz.org/index.php/education/workshop\\_online](http://www.wviz.org/index.php/education/workshop_online)

Notre Dame College's Office of Professional Development also offers graduate professional development through the following partnerships.

#### EDUCATIONAL SERVICE CENTER OF CUYAHOGA COUNTY (ESCCC)

Notre Dame College offers graduate credit to ESCCC course participants for \$135 per semester hour. For more information go to [www.esc-cc.org](http://www.esc-cc.org).

#### EARLY CHILDHOOD QUALITY NETWORK

Notre Dame College offers graduate credit to ECQ-net participants for \$135 per semester hour. For more information go to <http://www.ecqnet.org>.





**NOTRE DAME COLLEGE IS PARTNERED WITH TEI (TEACHER EDUCATION INSTITUTE)** to offer online professional development courses. **All courses are 3 graduate credits and 13 weeks in length. To register dial 1.800.331.2208 or logon at <http://www.teachereducation.com/>.**

#### ACCELERATED LEARNING

ED 625D January 10 - April 10, 2012  
March 13 - June 12, 2012  
May 8 - August 7, 2012

#### ACTION RESEARCH IN THE CLASSROOM

ED 612D January 10 - April 10, 2012  
March 13 - June 12, 2012  
May 8 - August 7, 2012

#### ADOLESCENT LITERACY STRATEGIES

ED 585A January 10 - April 10, 2012  
March 13 - June 12, 2012  
May 8 - August 7, 2012

#### BRINGING EXCITEMENT TO THE SCIENCE CLASSROOM

ED 628I January 10 - April 10, 2012  
March 13 - June 12, 2012  
May 8 - August 7, 2012

#### BULLY PREVENTION

ED 553D January 10 - April 10, 2012  
March 13 - June 12, 2012  
May 8 - August 7, 2012

#### CHARACTER EDUCATION IN THE CLASSROOM

ED 616D January 10 - April 10, 2012  
March 13 - June 12, 2012  
May 8 - August 7, 2012

#### COLLABORATIVE CLASSROOM

ED 608A February 14 - May 15, 2012  
April 10 - July 10, 2012

#### COMBATING PROBLEM BEHAVIORS

ED 628C February 14 - May 15, 2012  
April 10 - July 10, 2012

#### DIFFERENTIATED INSTRUCTION IN THE CLASSROOM

ED 607A January 10 - April 10, 2012  
March 13 - June 12, 2012  
May 8 - August 7, 2012

#### DISCIPLINE WITH DIGNITY

ED 576D February 14 - May 15, 2012  
April 10 - July 10, 2012

#### DROPOUT PREVENTION

ED 623D February 14 - May 15, 2012  
April 10 - July 10, 2012

#### EDUCATING SPECIAL NEEDS STUDENTS

ED 615D February 14 - May 15, 2012  
April 10 - July 10, 2012

#### EFFECTIVE CLASSROOM MANAGEMENT

ED 556D February 14 - May 15, 2012  
April 10 - July 10, 2012

#### EFFECTS OF POVERTY ON EDUCATION

ED 618D February 14 - May 15, 2012  
April 10 - July 10, 2012

#### INCLUSION

ED 577D January 10 - April 10, 2012  
March 13 - June 12, 2012  
May 8 - August 7, 2012

#### INFORMATION LITERACY

ED 628G January 10 - April 10, 2012  
March 13 - June 12, 2012  
May 8 - August 7, 2012

#### INNOVATIVE TESTING TOOLS

ED 626D January 10 - April 10, 2012  
March 13 - June 12, 2012  
May 8 - August 7, 2012

#### INTEGRATING TECHNOLOGY IN THE CLASSROOM

ED 621D January 10 - April 10, 2012  
March 13 - June 12, 2012  
May 8 - August 7, 2012

#### KIDS IN CONTEXT

ED 585B January 10 - April 10, 2012  
March 13 - June 12, 2012  
May 8 - August 7, 2012

#### K-12 APPLICATION SOFTWARE

ED 609A January 10 - April 10, 2012  
March 13 - June 12, 2012  
May 8 - August 7, 2012

#### LINGUISTICALLY DIVERSE STUDENTS & LITERACY

ED628M January 10 - April 10, 2012  
March 13 - June 12, 2012  
May 8 - August 7, 2012

#### MASTERING GRANTSMANSHIP

ED 627D February 14 - May 15, 2012  
April 10 - July 10, 2012

#### MULTICULTURAL EDUCATION

ED 585C February 14 - May 15, 2012  
April 10 - July 10, 2012

#### NEW FACES

ED 624D February 14 - May 15, 2012  
April 10 - July 10, 2012

#### PEER MENTORING

ED 585D January 10 - April 10, 2012  
March 13 - June 12, 2012  
May 8 - August 7, 2012

#### PREPARING FOR THE NATIONAL BOARD AND BEYOND

ED 613D February 14 - May 15, 2012  
April 10 - July 10, 2012

#### PREVENTING GANG ACTIVITY IN SCHOOLS

ED 622D February 14 - May 15, 2012  
April 10 - July 10, 2012

#### PREVENTING SCHOOL VIOLENCE

ED 580D January 10 - April 10, 2012  
March 13 - June 12, 2012  
May 8 - August 7, 2012

#### PROFESSIONAL LEARNING COMMUNITIES

ED 585E February 14 - May 15, 2012  
April 10 - July 10, 2012

#### RESOLVING CONFLICTS IN SCHOOLS & CLASSROOMS

ED 575D February 14 - May 15, 2012  
April 10 - July 10, 2012

#### REACHING TODAY'S STUDENTS

ED 579D February 14 - May 15, 2012  
April 10 - July 10, 2012

#### SELF-ESTEEM FOR EDUCATORS

ED 572D January 10 - April 10, 2012  
March 13 - June 12, 2012  
May 8 - August 7, 2012

#### SERVICE LEARNING

ED 628F February 14 - May 15, 2012  
April 10 - July 10, 2012

#### STRATEGIC LESSON PLANNING

ED 585F February 14 - May 15, 2012  
April 10 - July 10, 2012

#### STRESS MANAGEMENT FOR TEACHERS

ED 554D January 10 - April 10, 2012  
March 13 - June 12, 2012  
May 8 - August 7, 2012

#### STUDY STRATEGIES FOR SCHOOL SUCCESS

ED 617D February 14 - May 15, 2012  
April 10 - July 10, 2012

#### TEACHERS & THE LAW

ED 628J January 10 - April 10, 2012  
March 13 - June 12, 2012  
May 8 - August 7, 2012

#### TEACHERS & PARENTS: WINNING & KEEPING PARENT SUPPORT

ED 552D January 10 - April 10, 2012  
March 13 - June 12, 2012  
May 8 - August 7, 2012

#### TEACHING CREATIVITY CREATIVELY

ED 611D January 10 - April 10, 2012  
March 13 - June 12, 2012  
May 8 - August 7, 2012

#### TEACHING GIFTED AND TALENTED STUDENTS

ED 550D January 10 - April 10, 2012  
March 13 - June 12, 2012  
May 8 - August 7, 2012

#### TEACHING & LEARNING WITH GROUPS

ED 551D February 14 - May 15, 2012  
April 10 - July 10, 2012

#### TEACHING READING STRATEGIES

ED 605D February 14 - May 15, 2012  
April 10 - July 10, 2012

#### TECHNOLOGY & THE K-12 CURRICULUM

ED 612A January 10 - April 10, 2012  
March 13 - June 12, 2012  
May 8 - August 7, 2012

#### TEACHING WITH WEBQUESTS

ED 578 January 10 - April 10, 2012  
March 13 - June 12, 2012  
May 8 - August 7, 2012

#### THE PERSONALLY INTELLIGENT TEACHER

ED 555D February 14 - May 15, 2012  
April 10 - July 10, 2012

#### WEB 2.0

ED628L February 14 - May 15, 2012  
April 10 - July 10, 2012

#### WHOLE BRAIN LEARNING

ED 614D February 14 - May 15, 2012  
April 10 - July 10, 2012

#### WRITING ACROSS THE CURRICULUM

ED 628A February 14 - May 15, 2012  
April 10 - July 10, 2012



**FINN CENTER OFFICE OF PROFESSIONAL DEVELOPMENT**

*We Value Your Opinion!*

**So tell us, how are we doing?**

**How can we better serve you?**

**What additional offerings would you like to see in future catalogs?**

**Other comments/suggestions**

**THANK YOU IN ADVANCE FOR YOUR FEEDBACK.**

Your input may be faxed to us at 216.916.4176 or mailed to us at  
The Office of Professional Development, Notre Dame College, 4545 College Road, Cleveland, OH 44121

# REGISTRATION FORM

Name \_\_\_\_\_ Gender:  Male  Female

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

County \_\_\_\_\_

E-mail \_\_\_\_\_ Cell Phone \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Indicate if you are a:  Teacher  Social Worker  Counselor  MRDD Staff  Other \_\_\_\_\_

## PLEASE INDICATE WHICH COURSES AND WHAT LEVEL YOU ARE REGISTERING.

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_  
Date \_\_\_\_\_  Con't Ed (CPDU)  Grad Credit  Undergraduate Credit



Course Number \_\_\_\_\_ Course Title \_\_\_\_\_  
Date \_\_\_\_\_  Con't Ed (CPDU)  Grad Credit  Undergraduate Credit

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_  
Date \_\_\_\_\_  Con't Ed (CPDU)  Grad Credit  Undergraduate Credit

## TOTAL AMOUNT ENCLOSED COURSE FEES + MATERIAL FEE:

\$

### Indicate payment method:

Check (payable to Notre Dame College) Credit Card:    

Name (as it appears on credit card) \_\_\_\_\_

Credit Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_ 3-Digit Verification Code \_\_\_\_\_

Signature \_\_\_\_\_



### TO REGISTER BY MAIL, SUBMIT REGISTRATION FORM TO:

The Office of Professional Development, Notre Dame College, 4545 College Road, Cleveland, OH 44121



### TO REGISTER BY FAX, PLEASE FAX REGISTRATION FORM TO: 216.916.4176



### TO REGISTER ONLINE GO TO: <https://commerce.cashnet.com/ndccpd>

ATTN: The Office of Professional Development. (Form maybe duplicated for additional registrants.)

\*If you are registering for a graduate level course and have never attended Notre Dame College, please fax or send a copy of your teaching certificate or unofficial transcript.

For further details see our General Information page. \*\*Late registration fee may apply.

# GENERAL INFORMATION

## ADMISSION

While enrolled in any of the Finn Center Office of Professional Development courses, you will be classified as a non-degree seeking student.

## REGISTRATION FOR CENTER CLASSES ONLY

**REGISTER ONLINE** – <https://notredamecollege.edu/adult/professional-development/register-now>

**IN-PERSON** – the Finn Center Office of Professional Development located at Regina Hall - Rm 107; 1857 South Green Road South Euclid, OH 44121 first call 216.373.5219 to make sure you can be assisted.

**MAIL YOUR REGISTRATION** to the Finn Center Office of Professional Development at Notre Dame College, 4545 College Road, South Euclid, Ohio 44121.

**FAX YOUR REGISTRATION** to the Finn Center Office of Professional Development at 216.916.4176.

## TUITION AND PAYMENT

Tuition and materials fees are due with the registration. You may register by paper or on-line via our CashNet website at <https://commerce.cashnet.com/ndccpd>. Payment methods are:

- Cash - In-person only
- Electronically from a checking or savings account via CashNet web site <https://commerce.cashnet.com/ndccpd> (free of charge)
- Credit/Debit Card - MasterCard, American Express, or Discover via CashNet web-site (Please note there is a 2.75% fee for payment by credit/debit card)
- Check - made payable to Notre Dame College
- Fax registration form to 216.916.4176

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic funds transfer, funds may be withdrawn from your account as soon as the same day you make your payment.

*A \$25 return check fee will be charged for insufficient funds.*

*A \$15 fee is charged for replacement of a certificate.*

## TUITION/REFUNDS/WITHDRAWALS/CHANGE-LATE FEE

If a course or workshop is canceled due to low enrollment, participants will receive a full refund. If a participant withdraws from a class, the withdrawal policy is as follows:

- Withdrawal 5 days prior to the first class – 50% of tuition will be refunded.
- Withdrawal after the first class – No refund.

Written notification is required for withdrawal. The refund will be calculated based on the date the written notification is received. Please note that non-attendance does not constitute an official withdrawal.

A change fee of \$15 is assessed for any change of status from credit to continuing education or vice versa. Change of status must be completed by the end of the first class session.

A late registration fee of \$15 is assessed for registrations received three days or less prior to the first class date.

## CONFIRMATION

Courses are considered to be confirmed unless a student is notified by phone or email of cancellation. Please provide valid phone numbers and email addresses on the registration form. Notre Dame College is not responsible if you do not provide correct phone or email information or if you provide information that you do not regularly check.

## CANCELLATION

Notre Dame College reserves the right to reschedule or cancel any course due to insufficient enrollment. Determination for cancellations will generally be made no later than 5 business days before a course begins. Refunds will be issued within four weeks of notification.

## ATTENDANCE

Courses and workshops offered by Finn Center Office of Professional Development are short flexible offerings. Therefore, attendance at all sessions is required to receive credit and a grade or certificate of attendance. Our quality standards prohibit Notre Dame College from any other practice.

## GRADE REPORTS AND OFFICIAL TRANSCRIPTS

Grade reports are issued at the end of December for the Fall session, mid May for the Spring session, and mid August for the Summer session.

To request an official academic transcript, please access our payment servicer, CashNet. Here you will find the Transcript Request Form. CashNet and the form can be found at [NotreDameCollege.edu](http://NotreDameCollege.edu). Official transcript requests are processed within five to seven business days following the request. Transcripts needed in less than 5-7 business days may also be requested and the stipulations are detailed on the request form.

For additional information please call the official transcript request line at 216.373.5315.

Continuing education certificates or certificates of attendance will be provided to those professional organizations or individuals who request such a document in writing.

## OFFICE HOURS

### Finn Center Office of Professional Development

Please call 216.373.5219 to make sure you can be assisted.

Monday – Friday 8:30 a.m. – 4:30 p.m.

### Adult Admissions Office

Monday – Thursday 8:30 a.m. – 7:00 p.m.;

Friday 8:30 a.m. – 4:30 p.m.

## FOR ADDITIONAL INFORMATION CALL

216.373.5219 or 216.373.5286

## OTHER IMPORTANT NUMBERS/INFORMATION

MAIN SWITCHBOARD	216.381.1680
TEXT BOOKS	<a href="http://ecampus.com/notredame">ecampus.com/notredame</a>
STUDENT ACCOUNTS	216.373.5213
STUDENT RECORDS/TRANSCRIPTS	216.373.5315
CLARA FRITZSCHE LIBRARY	216.373.5267

## PARKING, DRIVING DIRECTIONS, CLASS BUILDINGS:

Free parking is available on campus. Driving directions are available on our web site [NotreDameCollege.edu](http://NotreDameCollege.edu) or MapQuest. Most classes are held in the Administration Building which is the older building with a bell tower. The remaining classes are held on the second floor of the Clara Fritzsche Library. Room assignment signs are posted inside the buildings as you enter.



**NOTRE DAME**  
C O L L E G E

4545 COLLEGE ROAD, SOUTH EUCLID, OHIO 44121-4293

Non-Profit Org.  
US Postage  
**PAID**  
Cleveland, OH  
Permit No. 4088



**FINN CENTER OFFICE OF PROFESSIONAL DEVELOPMENT  
SPRING 2012 COURSE OFFERINGS**

**Change Your Life *NOW* with Adult Programs for a Changing World**