ONLINE COURSE CATALOG SPRING 2014

Project Based Learning – A "5" Step Process for Integrating Curriculum

January 14 – February 24, 2014 (Tuesdays – 6:00 p.m. - 60 pts)

Common Career Technical Core Standards 101

January 15 – February 25, 2014 (Wednesdays – 6:00 p.m. - 60 pts)

Technology Basics
January 15 - February 11, 2014 (Wednesdays - 7:00 p.m. - 24 pts)

Web Conferencing
January 16 - February 12, 2014 (Thursdays - 8:00 p.m. - 24 pts)

Classroom Management for CTE Teachers

January 16, 2014 - February 12, 2014 (Thursdays, 7:00 p.m. - 24 pts)

Connected Classrooms Part 1
February 4 - March 10, 2014 (Tuesdays - 7:00 p.m. - 50 pts)

Providing Career & Technical Education Programs for Special Needs Students

February 6, 2014 – February 27, 2014 (Thursdays – 6:00 pm – 20 pts)

Career Academies – Developing & Implementing Effective Evaluation Plans

March 4, 2014 – April 14, 2014 (Tuesdays – 6:00 p.m. - 60 pts)

Standards Based Instruction: How Do I Know What to Teach?

March 6, 2014– April 17, 2014 (Thursdays - 7:00 p.m. - 24 pts)

Philosophy & Principles of Career & Technical Education

March 27, 2014 – April 17, 2014 (Thursdays – 6:00 pm - 20 pts)

Connected Classrooms Part 2
April 1 - May 5 (Tuesdays - 7:00 p.m. - 50 pts)

Project Based Learning – A "5" Step Process for Integrating Curriculum

April 23, 2014 – June 3, 2014 (Wednesdays – 6:00 p.m. - 60 pts)

Technology Feast or Famine
May 8 - June 4 (Thursdays - 7:00 p.m. - pts)

Providing Career & Technical Education Programs for Special Needs Students

May 8, 2014 – May 29, 2014 (Thursdays – 6:00 pm – 20 pts)

Classroom Management for CTE Teachers

May 8, 2014 - June 5, 2014 (Thursdays, 7:00 p.m. - 24 pts)

Connected Classrooms Part 3
May 13 - June 16 (Tuesdays - 7:00 p.m. - 50 pts)

Standard-Based Instruction: How Do I Know What I Teach

This is the first course in a series designed for new Florida secondary career and technical education teachers, provided by FACTE. It is also open to any Career and Technical Education teacher interested in standards-based teaching. This course is a six week, 18 hour course concluding with a presentation by each class member of a lesson plan demonstrating application of course content due the last class of the course. Eighteen certification points will be awarded successful participants. This course is designed to provide participants with the basic knowledge and skills required to effectively use the Career and Technical standards for the state of Florida and a level of comfort designing lesson plans using these standards.

The D2L system is available to you 24 hours a day, 7 days a week. You may work in the course at any time: day or night, weekday or weekend. However, the live online sessions will be held on Thursdays at 7:00 p.m. EST, usually lasting for one hour.

The length of the last session will depend upon how many students are participating in the course. There will be reading assignments and discussions about the importance of standards and the movement toward standards based accountability. Assignments are typically due the Wednesday before the next Thursday session.
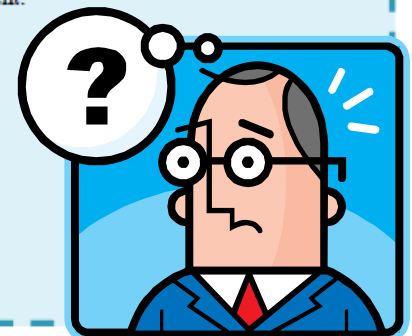
Course Objectives and Outcomes:

- Identify course standards and Common Core State Standards and understand and use them in standards-based instruction.

- Explain the CTE teacher's role in accountability in education today.

- Utilize tools and templates that simplify standards and their purpose.

- Organize ideas and essential questions around big ideas and understandings in a course.

- Identify learning targets and how to assess them.

- Create a unit of instruction utilizing backwards design and standards-based instruction.

Course participants must have internet access and a computer capable of playing video and audio files. For the last session, speakers and a microphone will be required for explanation of lesson plans and to answer questions from other class members. Students will need any course materials used to prepare lesson plans (books, lesson plan books, etc.) Participants will be provided a course syllabus upon enrollment.
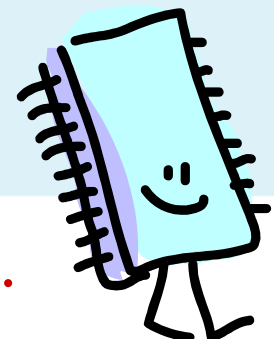

Project Based Learning: A "5" Step Process for Integrated Curriculum

This 6 week online training program will provide participants the knowledge and strategies needed for planning and implementing a "5" step process for integrating curriculum. The process is designed to be utilized by CTE and academic teacher teams in Career Academies and Career & Technical Education Programs of Study to increase rigor and relevance across the curriculum. The course components include the following topics:

- Curriculum Integration Models – What is Curriculum Integration?

- Perkins Requirements for Curriculum Integration

- How Connected is Your School's Curriculum? A Checklist for your school/Academy/CTE Program

- Project Based Learning – Frequently Asked Questions

- PBL Design Principles - "5" Step Process for Implementing Project Based Learning

- Web based resources for Project Based Learning

- Resources for "Ready to Use Projects"

- Project Based Learning – Curriculum Planning Tools & Templates

Designing your PBL "Next Steps" – Utilizing a PBL Template

Participants will need a computer with Internet access. Live sessions will be held weekly. Participants are encouraged to participate in all of the live sessions, and are required to attend the mandatory first, middle and last sessions. Speakers and a microphone are required for class participation. Participants will be provided a course syllabus upon enrollment.

The course registration form is on the last page.

Connected Classrooms Parts I, II, and III

Connected Classrooms is a series of courses designed to give participants the skills and knowledge to create an online presence for their classes. Participants will need a computer with Internet access. High-speed connectivity is recommended, but not required.

Five live sessions will be held, as well as three other live help sessions with the instructors. Speakers (internal or external) are required and a microphone will be needed for the last live sessions. Headsets with a mic work well. In addition to the time spent in the weekly online sessions and in the lessons, there is research, creation, and organizing of materials and activities.

Most teachers will spend an average of 10 hours per week over the five week period; hence the 50 recommended in-service points. That number reflects the intensity and number of work products produced.
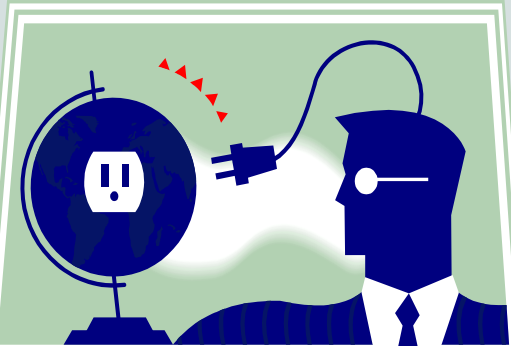
During the course, every participant will have access to their own online classroom, complete with course calendar, gradebook, syllabus, email, discussion area, lessons, resources, and more! Each week will bring new skills and new components added to their online classroom.

Every teacher completes with all the basics of an online or web enhanced course that may be used immediately with students. Exemplary work products completed by participants will be showcased at the FACTE summer conference and may be displayed on FACTE resource sites.

Connected Classrooms Part 1 is a prerequisite for both Part 2 and Part 3.

Part Two extends the skills and enhances the online curriculum developed in Part One, including advanced D2L and online facilitating skills.

Effective instructional design yields courses rich with learning experiences that support learners to meet their goals. In Part 3 of the Connected Classrooms series, teachers will explore instructional design principals and techniques, then deep dive into the rich instructional design tools available in a learning management system. Participants follow a proven process for designing effective courses: defining learning goals based on learners' current state and needs, choosing learning activities to assist learners' development sufficiently to meet their goals, and using objective measures to assess the instructors' and learners' performance level. Participants must take Part 1 in order to participate in Part 3. Part 2 is not a requirement for Part 3, but suggested.

Common Career Technical Core Standards 101

- What are CCSS?
- How will they affect CTE Teachers?
- How will the CCSS be implemented in Florida?
- How will CTE Teachers align CCSS with their CTE Curriculum?
- How will the CCSS affect classroom instruction?
- Strategies for Integrating the Common Core State Standards into Your CTE Curriculum
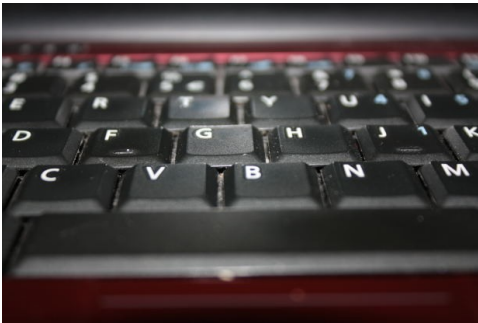
Technology Basics

This 4 week, 24 point online course covers computer fundamentals for career and technical educators. The program components include the following topics: Internet skills, key software applications, computer hardware, technology standards, and digital literacy. During week 1, participants are shown the skills needed to participate in the live web conferencing system, Elluminate, and the learning management system, Desire2Learn. Other week one topics include: teaching with technology, the National Education Technology Standards (NETS) for teachers, netiquette, and a self-survey of technology skills.

The second week focuses on computer fundamentals, such as hardware/software, manipulating MS Windows, customizing the desktop, etc. By week 3, participants are able to discuss key software applications, for example the basics of the Office Suite and using Microsoft Office, Word, PowerPoint, Outlook, and Excel. They will also get tips on organizing your inbox, using the software more effectively, and enhancing your PowerPoint presentations. In week 4, participants will learn about "digital citizenship" (networks, the Internet, evaluating electronic information, security and privacy issues, Internet hoaxes and scams, Social Networking and Web 2.0 tools).

Participants will need a computer with Internet access. Live sessions will be held weekly. Participants are encouraged to participate in all of the live sessions and are required to attend the mandatory first and last sessions. Speakers (internal or external) and a microphone are required for class participation. Headset with mic will work well. Live sessions include a presentation, demonstration of the week's assignments, and a question and answer session. Participants will be provided a course syllabus upon enrollment.

Career Academies – Building Successful Foundations

This 6 week online training program will provide participants the knowledge and strategies needed for planning

and implementing a career academy or strengthening an existing career academy.

The program components include the following topics:

- 13 Key Components for Academy Success
- Florida and National – Best Practices for career academies
- CAPE Academy & High School Reform Legislation
- National Career Academy Standards of Practice
- How to transition from a successful CTE program into a successful career academy

- Career Academy Team Building
- Scheduling options for career academies
- Developing a plan for your career academy "next steps"

Participants will need a computer with Internet access. Live sessions will be held weekly. Participants are encouraged to participate in all of the live sessions. Participants are required to attend the mandatory first, middle and last sessions. Speakers (internal or external) and a microphone are required for class participation. Participants will be provided a course syllabus upon enrollment.

Web Conferencing

A four week, 24 hour course that provides participants the knowledge and strategies needed to plan and facilitate online meetings, webinars, and course delivery online using a web conferencing system. Topics include the basic steps to a successful online meeting , including tips for gauging audience interest , creating meeting "attention-grabbers" , keeping the audience interested, crowd control tips and techniques, maintaining a proper meeting record and best practices!

Skill Levels Covered in Web Conferencing: Keys to Success		
Participant	**Beginner Moderators**	**Expert Moderators**
• Enter the web conference room when provided the correct link • Actively participate in the session by using the following features: • Polling	All of participant PLUS … - upload PowerPoint presentations - navigate through slides - add blank whiteboard pages when needed - set, start, and stop the timer - set up correct polling options - clear poll answers and raised hands - use "Audio Setup Wizard" - use audio at appropriate levels - give/take participant privileges - use whiteboard tools … and more!!	All of participant user & beginner moderator PLUS … - create breakout rooms - move participants to breakout rooms - return participants to the main room - give/take moderator privilege - request/return desktop control for a participant - begin/end application sharing - start/stop/reset recording - use file transfer feature - start/stop webcam - start/stop web tour - use whiteboard tools & pointers

Career Academies: Developing & Implementing Effective Evaluation Plans

This 6 week online training program will provide participants the knowledge and strategies needed for developing and implementing a Career Academy evaluation plan at the school or district level. The program course components will include the following topics:

• Career Academies - Essential Evaluation Components

• CAPE Academy Requirements

• National Career Academy Standards of Practice

• Career Academy Performance – What does the research say?

• Data Collection – Program & Student Performance Measures

• Career Academies – Evaluation Tools & Templates

• Sample Evaluation Plans – Florida & National "Best Practices"

• Sample Academy Evaluation Reports – A model for your Academy

• Self-Assessment – What is the status of your academy?

• Evaluation Action Steps: Planning, Implementation, Data Analysis & Using Results

• Developing an Evaluation Plan for your career academy "*Next Steps*"

Participants will need a computer with Internet access. Live sessions will be held weekly. Participants are encouraged to participate in all of the live sessions. Participants are **required** to attend the mandatory **first, middle and last** sessions. Speakers (internal or external) and a **microphone** are required for class participation. Participants will be provided a course syllabus upon enrollment.

Get the tools and plans you need for a successful CTE program!

This is a 4 week online training program that is designed to familiarize new Career & Technical Educators with an overview of the history, philosophy and principles of CTE. The online training components include 3 live sessions and 4 weeks of content on the following topics:

- **What is Career & Technical Education: The Then & Now?**
- What is the legislative history of CTE?
- What are the philosophies, rationale and concepts providing the basis for the development of CTE?
- **How has CTE evolved to meet the needs of the 21 Century workforce?**
- What is the role of CTE in public education programs?
- What is the role of CTE in career development?
- **How is CTE implemented across Florida? What are some Best Practices?**
- **What is the role of the CTE teacher in public education and how is this role changing?**

Review & Reflect on your attitudes & philosophy of education and your role as a CTE teacher and how this will affect classroom instruction.

Participants will need a computer with Internet access. High-speed connectivity is recommended. Live sessions will be held weekly on Blackboard/Elluminate. Participants are required to participate in **all** 3 of the live sessions. Speakers (internal or external) and a **microphone** are required for class participation. The four week program includes **three** live sessions of **1.5 – 2 hours each**. The completion of course content, assignments, research, creation, organizing and presentation of materials and activities outside of the sessions will require **5 hours per week**.

Providing Career & Technical Education Programs for Special Needs Students

This is a 4 week online training program that is designed to familiarize Career & Technical Educators with special education law, definitions, programs and best practices for CTE. The online training components include 3 live sessions and 4 weeks of content on the following topics:

- **Special Education: The Then & Now?**
- What is the legislative history of Special Education? A review of major special education legislation.
- Perkins Legislation and Special Populations Overview
- Special Education Definitions:
  - o Americans with Disabilities Act
  - o Adult Individual Education Plan
  - o Exceptional Student Education – Individuals with Disabilities Act
  - o Individual Education Plan
  - o Transition IEP
  - o Section 504 of the Rehabilitation Act of 1973
  - o Accommodations & Modifications for Students with Disabilities

- o **How can CTE programs help to meet the needs of special needs students?**
- o **Strategies for developing CTE programs to facilitate the learning of special needs students.**
- o **How are CTE programs meeting the needs of special populations across the state of Florida? What are some Best Practices?**
- o **Teacher Resources & Technical Assistance for Special Populations**
- o **Review & Reflect and Assess your CTE program and how it currently meets the needs of special needs students.**

Develop a Special Populations Action Plan & Strategies for your CTE program

Participants will need a computer with Internet access. Live sessions will be held weekly on Blackboard/Elluminate. Participants are required to participate in **all** 3 of the live sessions. Speakers (internal or external) and a **microphone** are required for class participation. The four week program includes **three** live sessions of **1.5 – 2 hours each**. The completion of course content, assignments, research, creation, organizing and presentation of materials and activities outside of the sessions will require **5 hours per week**.

Recommend professional development points: 20

Classroom Management for Career and Technical Educators

Classroom Management for Career and Technical Educators is designed for Florida secondary career and technical education teachers and is provided by FACTE, the Florida Association of Career and Technical Educators and the Florida Department of Education. It is open to all CTE teachers in the state of Florida who wish to work on classroom management strategies. This course is a six week, 24 hour course; twenty-four certification points will be awarded successful participants. Participants will need a computer with internet access.

The D2L system is available to you 24 hours a day, 7 days a week. You may work in the course at any time: day or night, weekday or weekend. However, the live online sessions will be held on Thursdays at 7:00 pm Eastern time. Please attend all live sessions.

Topics for the course include:

1. The importance of classroom management in successful teaching.

2. Behaviors of effective teachers and how they relate to good classroom management.

3. Rules and procedures for creating a classroom culture of success.

4. Reading and writing activities for a specific curriculum unit to increase student engagement.

5. The value of student engagement and high expectations to successful classroom management.

6. A classroom management plan that leads to a productive classroom.

Required Materials: Course participants must have internet access and a computer capable of playing video and audio files. Students will need any course materials used to prepare lesson plans (books, lesson plan books, etc.)

Online Course Registration Form

Name: _____

School:_____

County: _____   Phone: _____

Subject Area:_____

Most Frequently Checked Email Address:_____

- -

Select a Course:

- ☐ **<u>PBL – A "5" Step Process for Integrating Curriculum,</u>** January 14 – February 24, 2014
- ☐ **<u>Common Career Technical Core Standards 101,</u>** January 15 – February 25, 2014
- ☐ **<u>Technology Basics,</u>** January 15 - February 11, 2014
- ☐ **<u>Web Conferencing,</u>** January 16 - February 12, 2014
- ☐ **<u>Classroom Management for CTE Teachers,</u>** January 16 - February 12, 2014
- ☐ **<u>Connected Classrooms Part 1,</u>** February 4 - March 10, 2014
- ☐ **<u>Providing CTE Programs for Special Needs Students</u>**, February 6-27, 2014
- ☐ **<u>Career Acad.– Developing & Implementing Effective Eval. Plans,</u>** March 5 – April 15, 2014
- ☐ **<u>Standards Based Instruction: How Do I Know What to Teach?,</u>** March 6 - April 17, 2014
- ☐ **<u>Philosophy & Principles of Career & Technical Education</u>**, March 27– April 17, 2014
- ☐ **<u>Connected Classrooms Part 2,</u>** April 1 - May 5, 2014
- ☐ **<u>PBL – A "5" Step Process for Integrating Curriculum </u>**, April 23, 2014 – June 3, 2014
- ☐ **<u>Technology Feast or Famine,</u>** May 8 - June 4, 2014
- ☐ **<u>Providing CTE Programs for Special Needs Students</u>**, May 8—29, 2014
- ☐ **<u>Classroom Management for CTE Teachers,</u>** May 8 - June 5, 2014
- ☐ **<u>Connected Classrooms Part 3,</u>** May 13 - June 16, 2014

All registrations forms must be submitted to ascharr@facte.org at least 4 days prior to the start date of the course.

Non discrimination Statement: