

# Continuing Ed. Options, LLC

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University of St. Thomas Graduate Continuing Education Credits  
EARN LICENSE RENEWAL HOURS AND LANE CHANGE CREDITS!

**RECEIVE LOCAL, FAST, PERSONALIZED SERVICE!**

OUR CLASSES ARE PRACTICAL, TEACHER-FRIENDLY AND TAILORED FOR YOUR BUSY SCHEDULES!

**\* \* \* \* Spring Semester - 2010 \* \* \* \***

## CLASS LOCATION:

Hampton Inn & Suites – 2860 Metro Drive - Bloomington  
Located off of I-494 and 24<sup>th</sup> Avenue exit ~ near Mall of America ~ Please visit our website for directions.

3 CONTINUING EDUCATION GRADUATE SEMESTER CREDITS (4 ½ QUARTER CREDITS)  
2 CONTINUING EDUCATION GRADUATE SEMESTER CREDITS (3 QUARTER CREDITS)  
NO COLLEGE CREDIT = ATTEND = AUDIT = CLOCK HOURS ONLY

## Face-to-Face Classes

### **CTED 588-2: Children and the Law** ♦ 2 CE Grad. Sem. Credits

♦ Instructor: Judge Allen Oleisky ♦ Hampton Inn & Suites  
♦ Mondays: April 12, 19, 26, May 3, 10, 2010 ♦ 4:00 – 10:00 p.m.  
♦ \$345 for Credit (\$265 – No Credit // Attend)

You'll learn about community resources available to assist families and how service agencies deal with troubled children and their families, (the courts, police, child protection and juvenile probation). You'll gain an understanding of the rights and obligations of teachers, students and schools in handling suspected child abuse, juvenile delinquency, the rehabilitative model for dealing with juvenile law breakers, truancy (how schools, police and courts deal with it and strategies that work), how to deal with chemically abusing students, building self-esteem in children, school discipline and how teachers can protect themselves from claims of physical and sexual abuse of students. The course will also explore the rights of students with regard to their lockers, school newspapers, dress codes and their right to demonstrate.

### **CTED 786-1: Basic Law for Educators** ♦ 2 CE Grad. Sem. Credits

♦ Instructor: Judge Allen Oleisky ♦ Hampton Inn & Suites  
♦ Mondays: Feb. 22, March 1, 8, 15, 22, 2010 ♦ 4:00 - 10:00 p.m.  
♦ \$345 for Credit (\$265 - No Credit // Attend)

Topics will include the Constitution, the structure of the judicial system, basic principles of tort (negligence) law, criminal law, family law (including divorce, maintenance, child custody, property settlements, pension and retirement benefits) and academic freedom. Insurance law relating to individuals, schools and teachers will be covered. There will be discussion on field trip liability, teacher tenure, student discipline, school conferences, licensure, teacher termination for misconduct and a teacher's right to obtaining employment and administrative records and reviews.

### **CTED 875-1: Depression, Anxiety Disorders and Bipolar Disorder: Effective Strategies for Educators and Helping Professionals**

♦ 2 CE Graduate Semester Credits  
♦ Instructor: Leslie Laub ♦ Full Course Completed in Two Weekends:  
♦ Fri. & Sat. ~ April 9 & 10 PLUS Fri. & Sat. April 23 & 24, 2010  
♦ Friday Hours: 5:00 – 10:00 p.m. Sat. Hours: 8:00 a.m. – 6:00 p.m.  
♦ Hampton Inn & Suites ♦ \$345 for Credit (\$265 – No Credit//Attend)

Participants will learn about symptoms, possible causes, diagnostic procedures, and current research findings. Emphasis will be placed on the various types of interventions used at school, including behavioral techniques, instructional strategies, counseling, medication, and alternative and natural remedies. These interventions are designed to help children increase task completion, reduce impulsivity, improve social skills, decrease anger outbursts and improve peer and adult relationships. School psychology, counseling and social work services, special education and 504 services will also be discussed. Guest speakers will share their personal experiences with these disorders.

### **CTED 919: Parenting, Teaching and Relationships: A Course for Educators and Helpers**

♦ Instructor: Jerry Gottstein ♦ 2 CE Graduate Semester Credits  
♦ Hampton Inn & Suites  
♦ Section 1: Full Course Completed in Two Weekends:  
Fri. & Sat. ~ Feb. 26 & 27 PLUS March 12 & 13, 2010  
Friday Hours: 5:00 – 10:00 p.m. ~ Sat. Hours: 8:00 a.m. – 6:00 p.m.  
♦ Section 2:  
Tues: Feb. 23, March 2, 9, 16, April 6, 20, 2010 ♦ 5:00 - 10:00 p.m.  
♦ \$345 for Credit (\$265 - No Credit // Attend)

This course will provide practical, hands-on materials and classroom activities that can be used in your professional setting and personal lives. You will receive the tools necessary to help you become more effective educators, helping professionals and parents. Healthy relationship skills as well as effective teaching and communication skills will be identified and taught. You will learn how to watch for warning signs/symptoms of depression, excessive fear and anxiety, and peer relationship issues. The course will utilize activities, including lecture, discussion, role playing and personal experience. This course will cover such topics as organizational codependency, family systems, sexuality, parent/professional and child/student self-esteem, credibility, discipline styles, weapons used by children and parents, compulsivity, anger, forgiveness, grief, self-defeating behavior, life transitions, coping skills, letting go and letting grow, and how to work with difficult colleagues and parents.

### **CTED 949-1: ADHD: Effective Strategies for Educators and Helping Professionals** ♦ 2 CE Graduate Semester Credits

♦ Instructor: Leslie Laub ♦ Hampton Inn & Suites  
♦ Full Course Completed in Two Weekends:  
Fri. & Sat. ~ March 5 & 6 PLUS Fri. & Sat. March 19 & 20, 2010  
♦ Fri. Hours: 5:00 – 10:00 p.m. ~ Sat. Hours: 8:00 a.m. – 6:00 p.m.  
♦ \$345 for Credit (\$265 – No Credit//Attend)

Participants will learn about the causes of ADHD, how medical

professionals diagnose this disorder and the range of symptoms seen in children and adults. You will explore the differences between ADHD, Oppositional Defiant Disorder, Conduct Disorder, Learning Disabilities and Emotional/Behavioral Disorders. You will discuss the school's role in assessment of children suspected of having ADHD and assessment procedures used by school personnel. You will receive an overview of school and home interventions and cover medical, non-medical and combined treatment interventions. Guest speakers will describe what it's like to live with a child or another family member with ADHD and what it's like to be personally diagnosed and live with this disability. The course emphasizes strategies teachers can use to help students increase their attention to tasks assigned, reduce impulsivity, increase accurate work production, decrease anger outbursts and improve peer and adult relationships. Strategies for students not diagnosed with ADHD but having similar challenges will be provided. Guest speakers will share their personal experiences with these disorders.

## Individualized/Independent Study Courses:

**\*\* NEW \*\* (Pending Approval) : Working Effectively with Diversity in Your Classroom: Learn Useful Techniques & Strategies and Become a Successful Mentor/Volunteer**

Instructor: Jerry Gottstein ♦ Independent/Individualized Study

Section 1: 2/1/10 – 3/31/10 / Section 2: 3/15/10 – 5/07/10

3 CE Graduate Semester Credits ♦ \$405 for Credit (\$285 – No Credit)

This course is designed to help educators and helping professionals understand and explore the many aspects of diversity of the students in their classrooms so that they can better understand the influence that cultural and economic background plays in the lives of these students. It is important to learn about these issues in order to create a safe, comfortable environment in the classroom that will foster student self-esteem, confidence and the desire to achieve excellence during the school experience. You will discover a wealth of information on classroom diversity via the internet and will collect a multitude of outstanding resources, strategies and activities for use in your own classroom and develop a plan to create a positive learning environment. You will learn how to and become a successful mentor/volunteer in your classroom, school and community. **The #1 goal for this course is to create a positive, non-threatening climate in the classroom so that all students can develop meaningful relationships with one another, with you – the teacher, and experience the joy that comes from successful learning and continued academic achievement. You will become their guide and cheerleader!** The book, The Middle of Everywhere – Helping Refugees Enter the American Community, by Mary Pipher, is required reading for this course. Please purchase this book on your own.

### **CTED 759: Teaching and Living Green:**

**An Action Plan for the 21<sup>st</sup> Century**

Instructor: Jerry Gottstein ♦ Independent/Individualized Study

Section 1: 2/1/10 – 3/31/10 / Section 2: 3/15/10 – 5/07/10

3 CE Graduate Semester Credits ♦ \$405 for Credit (\$285 – No Credit)

This course is a must for all K-12 classroom teachers! You will discover how easy it is to integrate "Going Green" into your existing math, science, social studies and language arts curriculum. Pulitzer Prize winner, Thomas Friedman, has pointed out that we should strive towards a "green America", committed to preserving our environment. You will learn a new "Green Vocabulary" for "Going Green". You will learn about the "3 Rs": reducing your consumption, reusing material goods and recycling. You will question, assess and identify personal habits that you can easily change to make your life more eco-friendly, and develop a personal plan of action towards greener living. **You will begin to create a model to guide your students, family, friends and colleagues towards making positive behavioral changes that will lead to greener living.** You will find out about the outstanding resources available to you and your students to learn about energy conservation, environmentally-friendly "waste-to-energy" plants, recycling and much more. You will learn where to find hands-on activities for your students and how simple changes in your life can make a positive economic and environmental difference for your future and future generations. Students must purchase course text, Hot, Flat, and Crowded by Thomas Friedman, on their own.

### **CTED 532: Collaborative Web Tools in Education**

Instructor: Rob Bambery ♦ Individualized Study Online

Section 1: 2/1/10 – 3/31/10 / Section 2: 3/15/10 – 5/07/10

3 CE Graduate Semester Credits ♦ \$405 (\$285 – No Credit)

Collaborative curricular lessons have proven their value in the classroom over and over again. At the core of all successful cooperative curricular lessons is an interdependent goal structure and effective learning enhancing activities. Modern technology allows teachers to unlock their students' potential through the use of web-based collaborative activities. Collaborative meeting tools allow students to work together in groups even when members

are spread out all over the globe! Online tools that allow students to create group websites are a perfect match for almost every curricular area. Today's media-minded student will flourish when given the chance to create cooperative video projects. The software for this course is available free and online! Prerequisites for this course include: 1.) Students are expected to have access to a Windows computer with an XP (SP2) operating system or a Macintosh computer with a 10x operating system. 2.) Students are expected to have access to a web-cam and microphone. 3.) A high-speed internet connection is recommended but not essential.

**CTED 629: iWork in Education ♦ Instructor: Rob Bambery Individualized Study Online**

**Section 1: 2/1/10 – 3/31/10 / Section 2: 3/15/10 – 5/07/10**  
**3 CE Graduate Semester Credits ♦ \$405 (\$285 – No Credit)**  
 Multi-media presentations and student publications can easily be incorporated into the classroom. Learn how to organize and present multi-media lessons, create interactive slideshows, cooperative learning exercises, present data in tables and charts, print and publish student writing, photography and artwork, create letters, flyers and posters, and learn desktop publishing skills. Students are expected to have access to a Macintosh computer with an OS 10.x operating system and Apple's iWork v.2 or higher.

**CTED 632: iLife in Education ♦ Instructor: Rob Bambery Individualized Study Online**

**Section 1: 2/1/10 – 3/31/10 / Section 2: 3/15/10 – 5/07/10**  
**3 CE Graduate Semester Credits ♦ \$405 (\$285 – No Credit)**  
 Digital photography, audio and video are easily incorporated into the classroom with Apple's iLife suite. This course will appeal to the different senses and will help students visualize difficult to understand concepts. Learn how to transfer photos from your camera, organize photos into albums, create a photo slide show, import music from CD's, film with your video camera, connect the camera and create projects, add transitions and music to your movies and get it ready for DVD. Students are expected to have access to a Macintosh computer with an OS 10.x operation system and Apple's iLife v.5 or higher.

**CTED 639: iWeb in Education ♦ Instructor: Rob Bambery Individualized Study Online**

**Section 1: 2/1/10 – 3/31/10 / Section 2: 3/15/10 – 5/07/10**  
**3 CE Graduate Semester Credits ♦ \$405 (\$285 – No Credit)**  
 Multi-sensory lessons provide more opportunities for feedback and reflection and will be beneficial to students with varying learning styles. Learn about iLife media browser, writing projects, blogging and blog creation, podcasting, publishing of webpages, set up for publishing and use of templates, sharing digital media projects, setting up and editing photopages and more. Multi-media presentations are easily shared in the classroom and round the world with Apple's iWeb. Students are expected to have access to a Macintosh computer with an OS 10.x operating system and Apple's iLife 06 with iWeb 1.0 or higher. This course requires an "Apple MobileMe" account.

**CTED 928: – Microsoft Multi-Media Programs in Education**

**Instructor: Rob Bambery ♦ Individualized Study Online**  
**Section 1: 2/1/10 – 3/31/10 / Section 2: 3/15/10 – 5/07/10**  
**3 CE Graduate Semester Credits ♦ \$405 (\$285 -- No Credit)**  
 Multi-media programs like Photo Story, Windows Media Player, Sound Recorder and Movie Maker give teachers the tools they need to inspire students and creatively enhance the learning process. This class is a great way for novice or experienced teachers to explore the use of technology in their classroom. Prerequisites for this course include: 1) Students are expected to have access to a Windows computer with an XP (SP2) operating system. 2) Students are expected to have access to a computer with the necessary hardware, ports, expansion cards and drivers to use a recordable CD drive, digital still camera, microphone and a digital video camera. 3) Students are expected to have access to a recordable CD drive, digital still

camera that is compatible with their system. 4) Because of the variety of hardware configurations, students **will not** receive help with configuring their computers to use recordable CD drives, digital still cameras, microphones, or digital video cameras. 5) Students are expected to have the Sound Recorder program that is bundled with Windows XP (this program is located in: All Programs/Accessories/Entertainment/Sound Recorder). 6) Students are expected to have the Movie Maker 2 program that is bundled with Windows XP (SP2). 7) Students are expected to have or be able to download Microsoft's Photo Story 3 program. Instructions for download and installation are given in the first module.

**CTED 929: Easy Grade Pro**

**Instructor: Rob Bambery ♦ Individualized Study Online**  
**Section 1: 2/01/10 - 3/31/10 / Section 2: 3/15/10 - 5/07/10**  
**3 CE Graduate Semester Credits - \$405 (\$285 – No Credit)**  
 Teaching is dependent upon the feedback provided by an accurate assessment of student performance. Teachers use records of student achievement to adapt lesson plans, identify areas of strength and weakness in student learning, motivate their pupils and communicate with students and parents. You will learn how to set up classes, calendars, grade scales and student records and will learn how to use categories, weights, special scores, footnotes, score notes and create assignments. Grade calculations, curving scores, dropping scores, rounding percentages, automatically finding and changing scores and extra credit will be discussed. Teachers will learn how to use seating and attendance charts, summaries and print various reports. **Orbis software offers a free Macintosh and Windows demonstration version of Easy Grade Pro which can be used for the class. Download and installation is discussed in the first module of the course. Software (for over 15 students) would have to be purchased for actual classroom use. This class is a must for teachers!**

\*\*\* VISIT OUR WEBSITE FOR COMPLETE COURSE DESCRIPTIONS AND ONLINE REGISTRATION AT [www.cedoptions.com](http://www.cedoptions.com) \*\*\*



NOW ACCEPTING VISA AND MASTERCARD

- ❖ **GROUP DISCOUNT:** For 3 or more students, please **MAIL in your registrations together** and deduct \$20 per student.
- ❖ **MULTIPLE COURSE DISCOUNT:** If you sign up for 2 or more courses at the same time, you will receive a \$10 discount off of each course. Click the multiple course option on the online registration OR subtract \$10 from each course when you submit payment and your registration form if mailing in your registration.
- ❖ **PLEASE NOTE:** Continuing education graduate credit is intended to fulfill requirements for licensure renewal and for lane change when the student has obtained prior approval from his/her personnel office.

\*\*\* **A confirmation will be sent BY EMAIL to the address you list below. Please use your home email!** Some school districts block our incoming emails.

\*\*\* **PAYMENT IN FULL-** Register online at [www.cedoptions.com](http://www.cedoptions.com) with **VISA / MC** or follow the **MAIL IN** instructions below.

\*\*\* **REFUND POLICY:** You will receive a **FULL** refund of your tuition if you **cancel your registration for a class more than 7 days prior to the first class meeting.** There will be a **\$75 cancellation fee if you cancel within 7 days prior to the first class meeting.**

\* **If you have a special expertise and would like to teach other educators, please call us. We would be happy to discuss this opportunity with you! You must have a M.A.**

\*\*\*\* **Face-to-Face Classes: EARLY REGISTRATION is STRONGLY RECOMMENDED!** We need to know if we have enough students pre-registered to be able to offer the class OR if we have enough meeting space for all of the students. \*\*\*\*

**For Mail In Registrations Only**

**SPRING SEMESTER - 2010**

**PLEASE PAY IN FULL BY CHECK OR BY VISA / MC. REGISTER EARLY! SPACE IS LIMITED IN THE FACE-TO-FACE CLASSES.**

**CIRCLE THE COURSE(S) FOR WHICH YOU WOULD LIKE TO REGISTER.**

588-2    786-1    875-1    919-1    919-2    949-1    New-1    New-2    759-1    759-2  
532-1    532-2    629-1    629-2    632-1    632-2    639-1    639-2    928-1    928-2    929-1    929-2

NAME \_\_\_\_\_ HOME PHONE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

School Dist. Name and # You Work In \_\_\_\_\_ HOME Email Address: \_\_\_\_\_

Mail your form, along with your **CHECK MADE PAYABLE TO "Continuing Ed. Options, LLC"** or provide **VISA/MC INFORMATION** to **Continuing Ed. Options, LLC ~ 6120 Berkshire Lane North ~ Plymouth, MN 55446.** For more information, call Carrie Gottstein at (763) 509 – 9631, contact us by email at [cgottstein@cedoptions.com](mailto:cgottstein@cedoptions.com) or look at our website at [www.cedoptions.com](http://www.cedoptions.com) .

**Circle the Credit Card to be Used for Payment -- VISA or MASTERCARD**

Your Name on Card: \_\_\_\_\_ Card Number: \_\_\_\_\_

Security Code: \_\_\_\_\_ (3 digits on back of card) Expiration Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Signature: \_\_\_\_\_