****MASK UP, FLASHES!

**For more information on Flashes Safe Seven, visit** [**https://www.kent.edu/coronavirus/flashes-safe-**](https://www.kent.edu/coronavirus/flashes-safe-)

**seven**

**To register for workshops, visit:** [**www.kent.edu/creditworkshops**](http://www.kent.edu/creditworkshops)

**All workshops for the Spring 2021 semester will be remote and online. All workshops and programs both graduate and undergraduate are subject to tuition changes during the semester. All online workshops also come with an additional $12 distance learning fee.**

**What are workshops?**

**Workshops are an additional curricular route for students looking to round out their educational experience. These workshops cover a broad range of topics to prepare you for whatever challenges the professional world will present you. The workshops will also cover credits for both graduate and undergraduate.**

**Who can take these workshops?**

**Anyone can register for these online workshops. Current students, prospective students, or people looking to expand their education on certain topics and learn specific skills. You do not have to be a currently registered student or be registered in the spring to take any of the online workshops!**

**Does this count toward my major or GPA?**

**For any questions involving your standing we recommend discussing this with your advisor. It is at the discretion of your college and program to decide if any of the online workshops you take can work toward your major. The workshops are graded on a satisfactory or unsatisfactory scale resulting in an S or a U on your final grades.**

**Do I have to pay for these workshops?**

**Yes, all workshops are cost on the same scale as undergraduate/graduate credit hour price.**

**All workshops for the Spring 2021 semester will be remote and online. All workshops and programs both graduate and undergraduate are subject to tuition changes during the semester. All online workshops also come with an additional $12 distance learning fee.**

**\*All workshop tuition rates & modalities are correct at time of publication.**

**WORKSHOPS FAQS:**

**For more answers please visit the link above and as always, your advisor can help you make the best decisions for your academic career!**

**Adobe Acrobat PDF Basics: An Overview of PDF Files as a Tool**

Communicating effectively and efficiently with audiences, peers, and employers is crucial in a society that is moving at a rapid pace. An effective, easy tool for communicating electronically is a PDF file. This Adobe Acrobat workshop is designed to equip the beginner or novice user with the skills needed to downsize and convert Microsoft Word, PowerPoint and Excel files. You will also be able to e-mail and create secure passwords for each PDF file.

**Required Textbook:** Fridsma, L., & Gyncild, B. (2015). *Adobe Acrobat DC Classroom in a Book* (1st ed.). Adobe Press. **(Free e-book and lesson downloads available. Information will be emailed.)**

**ONLINE; April 5 – 30**
2 undergraduate credit hours, $930
ETEC 40093, CRN # 19936
2 graduate credit hours, $1,072
ETEC 50093, CRN # 19937

Dr. Marian Maxfield

**Classroom Management: Addressing All Students’ Behavioral Needs**

Difficulty managing student behavior is among the most frequently cited reasons why teachers leave the profession. Don’t be scared, be prepared! This workshop provides in-depth coverage of research-based principles and practices for effective classroom and behavior management. Workshop materials include step-by- step guides for implementing behavioral interventions at group and individual levels. Multimedia podcasts reinforce key knowledge and include video demonstrations of real teachers modeling effective practices. Valuable information and guidance for all school-based professionals and anyone interested in supporting student success at school.

**Required Textbook:** None

**ONLINE;** **January 25 – March 7**3 undergraduate credit hours, $1,395
SPED 50093, CRN # 19999
3 graduate credit hours, $1,608
SPED 50093, CRN # 20000

Dr. Andrew Wiley

**Controlling Stress: Creative Ways to Make Stress Work for You**

This workshop focuses on minimizing student and athlete stress through creative brain science techniques by maximizing performance in the classroom, in the workplace, or on the playing field. In each of the presentations, teachers, coaches, workers and students will benefit from the newest applications of brain science and practical approaches to handle stress in effective ways that will make stress work for you!

**Textbook (Optional for Undergraduates, Required for Graduates):** Donnelly, D. (2016). *Think like a warrior: The five inner beliefs that make you unstoppable*. Shamrock New Media, Inc. ISBN: 0692705465

**ONLINE; April 9 – 23**1 undergraduate credit hour, $465
CI 40093, CRN # 19930

1 graduate credit hour, $536
CI 50093, CRN # 19932

Timothy Berger

**Designing Web Sites: An Overview**

The World Wide Web is used extensively in educational and business settings as a means of presenting original information. The variety and availability of programs for web designs have increased; however, it is important to first learn basic Web designing principles and skills. This workshop provides skills in organizing and writing information for the Web, structuring a site, enhancing site usability, and evaluating one's efforts. Participants will create a blueprint of a website in this workshop that will assist in the future creation of the website. This workshop is independent of and does not teach specific software and other technologies used in building the site.

**Required Textbook:** None

**ONLINE; February 10 - 26**
1 undergraduate credit hour, $465
ETEC 40093, CRN # 19995
1 graduate credit hour, $536
ETEC 50093, CRN # 19996

Dr. Marian Maxfield

**Developing an ePortfolio with WordPress**

WordPress is one of the most highly used platforms on the web. It provides users with the tools needed to create blogs or websites with ease. Within minutes, beginners can create a dynamic website or blog with a sharp design and zero coding required…for free! In the two-week workshop, students will complete an ePortfolio that showcases their KSU coursework all with the WordPress.com environment.

**Required Textbook:** None

**ONLINE; March 1 – 28**
2 undergraduate credit hours, $930
ETEC 40093, CRN # 19961
2 graduate credit hours, $1,072
ETEC 50093, CRN # 19963

Dr. Richard (Ben) Hollis

**Different by Design: Designing Online and Hybrid Courses for Student Learning**

This fully online, asynchronous course will help make clear why the online environment is different from the face-to-face classroom, as you learn how to design courses that are especially effective for online learning. In this workshop, you will learn the essentials of instructional design, and how to design/re-design your course to promote student learning online. Participants will create pedagogical framework and structure of an online course, so students are asked to come with a course in mind that they want to work on. Instructional design principles and practices learned in this course can also be applied to face-to-face courses.

**Required Textbook:** None

**ONLINE; January 25 – March 7**
2 graduate credit hours, $1,072
ETEC 50093, CRN # 20001

Dr. Bethany Simunich

**Effective Online Teaching**

Are you currently teaching an online course, or would like to know more about effective online teaching? If you're unsure on how you can successfully transition your teaching online, or how you can have a positive experience as an online instructor, then this course is for you! This intensive, four-week workshop will help you understand why the online environment is different from the face-to-face classroom, and how to make good pedagogical choices for online teaching. In this workshop, you will learn effective online teaching strategies and methods, based on best practices and research, and also explore other topics such as instructor role, teaching presence, active learning and creating an online learning community. Please note that this course is not about designing an online course, using a specific LMS, or using educational technology tools. While we will talk about technology and tools available for online courses, the focus is on the pedagogy of online teaching.

**Required Textbook:** None

**ONLINE; March 22 – May 2**2 graduate credit hours, $1,072
ETEC 50093, CRN # 19942

Dr. Bethany Simunich

**Emotional Intelligence: Implications and Applications for the Classroom and Other Settings**

What is emotional intelligence? Why is emotional intelligence important, and how can educators, social workers, counselors, and others in health-related fields promote its development within students and clients? These are a few of the questions that will be addressed as participants are introduced to basic concepts and models related to emotional intelligence. In this experiential workshop, practical strategies that can be applied personally, as well as in professional settings, will be explored.

**Required Textbook:** Goleman, D. (2006). *Emotional intelligence*. Bantam Books. ISBN # 0-553-38371-x

**REMOTE: Saturdays – April 3 & April 10**
 8:30 a.m. - 4:30 p.m.
1 undergraduate credit hour, $456 | CI 40093, CRN # 20007

1 graduate credit hour, $525 | CI 50093, CRN # 20008

Dr. Lisbeth Justice

**Experiencing Excellence: Teaching & Coaching Mental Excellence**

Combining the exciting new discoveries of neuroplasticity (brain science) for improved learning, confidence and information retention is now being used by the best in the profession. Attaining success in the quickest way possible is the inevitable outcome as a teacher or coach. Aspiring great teachers and coaches can take advantage of the aspects of brain science that great athletes and achievers utilize effectively. This workshop will provide the participant with the proven successes of top professionals by using the cutting-edge science of educating the brain.

**Optional Textbook:** Orlick, T. (2007). *In Pursuit of Excellence* (5th ed.). Human Kinetics Publishers. ISBN: 978-0-736-06757-7

**ONLINE; February 12-20**

1 graduate credit hour, $536

CI 50093, CRN #19994

Timothy Berger

**Flipping Your Classroom**

How do you reach every student, in every class, every day? Create a flipped classroom. This type of classroom inverts traditional teaching methods, delivering instruction online outside of the classroom, and moving homework into the classroom. Students will learn how to create an engaging, interactive environment that is student-centered. Workshop participants will create an instructional video that can be used for flipped learning in their classroom.

**Required Textbook**: Bergman, J, & Sams. (2012). *Flip Your Classroom: Reach Every Student in Every Class & Every Day*. International Society for Technology in Education. ISBN: 10:1564843157 or 13:9781564843159

**ONLINE; January 25 – February 14**2 undergraduate credit hours, $930
ETEC 40093, CRN # 20005
2 graduate credit hours, $1,702
ETEC 50093, CRN # 20006

Dr. Julee Henry

**From IEPs to Manifest Determination: Everything Teachers, Parents, and Paraprofessionals Need to Know About Special Education Law**

Teachers nowadays are not just educators — they are also social workers, nurses, and lawyers. Designed specifically for teachers, paraprofessionals, and parents, this workshop introduces the many legal issues involved in educating children with disabilities. Topics covered include (but are not limited to): identifying and assessing children with disabilities, developing and implementing appropriate IEPs, disciplining students with disabilities, maintaining confidentiality, and dispute resolution.

**Required Textbook:** None

**ONLINE; January 19 – May 4**
3 undergraduate credit hours, $1,395
SPED 40093, CRN # 19922
3 graduate credit hours, $1,608
SPED 50093, CRN # 19923

Dr. Robert Cimera

**Google Classroom**

Create a virtual classroom by using Google Classroom! By using Google Classroom and interacting with students in a web environment, you will increase student engagement and advance instructional methods. Using Google Classroom allows you to communicate with students quickly in real-time by using announcements and discussions. You can post discussion prompts, share videos and websites, attach documents, and create assessments anytime. Use these tools to keep organized, save time, and facilitate more efficiently.

**Required Textbook**: None

**ONLINE; March 20 – April 28**2 undergraduate credit hours, $930

 ETEC 40093, CRN # 19944

 2 graduate credit hours, $1,072
 ETEC 50093, CRN # 19945

 Jamie Rhoads

**Grant Writing**

Interested in increasing your skills to locate and write a successful grant proposal? The skills learned in this basic grant writing workshop can be transferred to any occupation and look great when presented on a vitae or resume. You will learn basic writing skills, including proposal development, acquisition, and management. Review strategies for developing successful grants.

**Required Textbook**: O’Neal-McElrath, T. (2019). *Winning Grants Step by Step: The Complete Workbook for Planning, Developing & Writing Successful Proposals* (5th ed.). Jossey-Bass. ISBN:9781119547341 (New Textbook)

**ONLINE; January 19 – March 9**2 undergraduate credit hours, $930
EDLE 40093, CRN # 19965
2 graduate credit hours, $1,072
EDLE 50093, CRN # 19969
2 graduate credit hours, $1,072
EDLE 70093, CRN # 19974

Dr. Wendy Samford

**Inspiring Excellence: Teaching & Coaching Mental Excellence**

This workshop is designed to assist instructional and teacher coaches to utilize the latest brain science for better performance in and out of the classroom. Great teachers and great coaches must take advantage of the practical applications of these exciting new discoveries to get peak performance during classroom testing or state championships. Great teachers coach and coaches teach.

**Optional Textbook**: Orlick, T. (2007). *Pursuit of Excellence* (5th ed.). Human Kinetics Publishers. ISBN: 978-0-736-06757-7

**ONLINE; Jan 19 - 31**1 graduate credit hour, $536
CI 50093, CRN # 19918

Timothy Berger

**Intrapersonal Conflict and Stress Management**

This fully online course addresses the question: "What is intrapersonal conflict and stress (conflict within one's own self), and how can it be addressed more effectively—for myself, and for the clients/students that I serve?” Upon successful completion of this course, participants will be able to do the following: distinguish between different types of stress; describe the impact of traumatic stress on children and adults: identify aspects and types of dissociation; identify and evaluate preferred techniques through practice, application, and reflection; and describe the benefits and intentions of your preferred techniques to others. Developed for teachers, counselors, social workers and psychologists, this course is helpful to anyone working with people experiencing inner conflict and stressful life situations and includes the opportunity to try out and develop ways of sharing stress reduction techniques with your clients or students.

**Required Textbook:** None

**ONLINE; January 25 – February 21**2 graduate credit hours, $1,072
CES 50093, CRN # 20002

Dr. Jennifer Maxwell

**Making ADHD a Gift**

Taught by an individual with ADHD, who happens to have a Ph.D. in special education, this fully online workshop will not only discuss ADHS is and isn't, but it will also explore ways of making ADHD a gift! Parents and individuals with ADHD are welcome, as are teachers, counselors and other professionals. This workshop will examine the history, etiology, and characteristics of attention deficit hyperactivity disorders (ADHD), as well as strategies, accommodations, and technologies that may make having an ADHD be a positive outcome.

**Required Textbook:** None

**ONLINE; January 19 – May 4**3 undergraduate credit hours, $1,395
SPED 40093, CRN # 19920
3 graduate credit hours, $1,608
SPED 50093, CRN # 19921

Dr. Robert Cimera

**Managing and Negotiating Conflict in your Personal and Professional Life: A Workshop for Educators, Counselors and Social Workers**

Conflict is a part of life – it can lead to positive change and growth, or it can be waged in intensely destructive ways. This fully online course is designed to help participants develop an enhanced ability to use communication and listening skills and negotiation strategies to manage conflict in a more productive manner. Participants will develop a deeper understanding of how conflict styles, temperament, power, and cultural differences impact how conflict is waged. They will experiment with and practice techniques to deal with conflict with “difficult people,” anger, and aggression. Finally, they will be able to use their enhanced skills and knowledge to develop programs to teach this information to their students or clients.

**Required Textbooks**: None

**ONLINE; February 22 – March 21**2 graduate credit hours, $1,072
CES 50093, CRN # 19971

Dr. Jennifer Maxwell

**Mental Motivation**

This workshop focuses on maximizing motivation in the classroom, in the workplace or on the playing field by teaching students and athletes to develop their thinking process in a systematic fashion used by successful athletes, administrators and students. The materials presented will challenge you to “think” in new ways as you teach, manage or coach. This course is not a “pep” talk” or a “collection” of encouraging sayings, but a road map of “how” to increase motivational thinking. Participants will benefit from the newest applications of brain science and practical approaches to improve success and motivation. Ready for more? Take the Inspiring Excellence series offered each semester!

**Textbook: (Optional for Undergraduates, Required for Graduates)**: Rotella, B. (2004). *Golf is not a game of perfection.* Downtown Press. ISBN: 9780743492478

**ONLINE;** February 12 – 26
1 undergraduate credit hour, $465
CI 40093, CRN # 19992
1 graduate credit hour, $536
CI 50093, CRN # 19993

**ONLINE April 9 – 23**
1 undergraduate credit hour, $465
CI 40093, CRN # 19934

1 graduate credit hour, $536
CI 50093, CRN # 19935

Timothy Berger

**Mentally Awesome for Maximum Mental Performance**

This workshop is designed to assist instructional/teacher coaches & administrators to build a mental toolbox by utilizing the latest brain science for maximum mental performance. The cognitive tools presented in this class will serve the practical daily demands of improved thinking in all types of situations! By the end of the workshop, you will have built a mental toolbox that will allow you to apply knowledge of practical brain science used in some of the most successful organizations in the world. These tools will assist your students, workers or athletes in better critical thinking, concentration, stress reduction, and confidence building.

**Textbook: (Optional for Undergraduates, Required for Graduates):**  Donnelly, D. (2016). *Think like a warrior: The five inner beliefs that make you unstoppable.* Shamrock New Media, Inc. ISBN: 0692705465.

**ONLINE; March 12 - 26**
1 undergraduate credit hour, $465
CI 40093, CRN # 19946
1 graduate credit hour, $536
CI 50093, CRN # 19947

Timothy Berger

**Mentoring Basics: Using Peer Engagement in Learning**

What is mentoring? Whether you have participated in, heard of, aren’t sure you value or know nothing about mentoring, this workshop will help you understand what mentoring really is (and is not!), how it is beneficial and how you can utilize mentoring relationships to enhance learning and engagement. We will discuss literature on mentoring, our own experiences, and basic principles of educational psychology and instructional design, as a foundation for designing your own mentoring plan.

**Required Textbooks**: None

**ONLINE; February 22 – March 28**2 undergraduate credit hours, $930
EDLE 40093, CRN # 19973
2 graduate credit hours, $1,072
EDLE 50093, CRN # 19975
2 graduate credit hours, $1,072
EDLE 70093, CRN # 19977

Dr. Kristen Chorba

**Microsoft Excel-I ®**

This course is an introduction to the functional design of Microsoft Excel focusing on the management of Excel spreadsheets, applying formulas, and graphing and charting data. Skills covered will include but are not limited to the following:

\*SUM - 4 basic operations + - \* /
• AVERAGE • COUNT, COUNTA, COUNTIF
• Wrap Text/Shrink Text
• Table formatting
• Format painter
• Sorting
• Linking
• Absolute referencing
• Conditional formatting
• Text to columns
• Concatenate
• Freezing rows, columns
• Printing gridlines, repeated rows/columns
• Protection
• Renaming sheets
• Move/Copy sheet
• Chart formatting
• Charting data from multiple worksheets
• Templates
• Headers and Footers

Students will need Microsoft Excel 2013 or later for Windows or Microsoft Excel 2016 for this workshop.

**Required Textbook:** None

**ONLINE; February 22 – March 24**2 undergraduate credit hours, $930
ETEC 40093, CRN # 19966
2 graduate credit hours, $1,072
ETEC 50093, CRN # 19968

Patricia Schnellinger

**Mobile Technologies for Educators**

Technology but more specifically mobile devices and applications have become integrated into the daily lives of people on a personal, educational, and professional level. The use of mobile devices and the methodological and best practice in K-12 classrooms are essential in the 21st century classroom. It is important for participants to be able to understand the basics and integration of mobile technologies to engage, motivate, and assist students in the learning process and achievement. Mobile technologies are increasing in society and within the learning and teaching environments because mobile technologies are readily available and are easy and effective tools to aid in effective and efficient teaching and learning. Participants will review the current mobile technologies and how they can be implemented into a unit lesson for student learning and achievement.

**Required Textbook:** None

**ONLINE**; **January 25 – February 9**1 undergraduate credit hour, $465
ETEC 40093, CRN # 20003
1 graduate credit hour, $536
ETEC 50093, CRN # 20004

Dr. Marian Maxfield

**Photoshop® I**

Focus on the fundamental operations and controls of Photoshop. The workshop will feature lectures, demonstrations, and tutorial lessons from the text.

**Optional Textbook:**  *Adobe Photoshop CC Classroom in a Book,* (2017). Andrew Faulkner & Conrad Chavez, San Francisco, CA: Pearson Adobe Press, ISBN-13: 978-0134663456 (e-book available)

**ONLINE**; **January 19 – February 14**2 undergraduate credit hours, $930
ETEC 40093, CRN # 19925
2 graduate credit hours, $1,072
ETEC 50093, CRN # 19927

**ONLINE**; **April 5 – May 2**
2 undergraduate credit hours, $930
ETEC 40093, CRN # 19938
2 graduate credit hours, $1,072
ETEC 50093, CRN # 19939

Dr. Richard (Ben) Hollis

**Problem-Based Learning: An Interactive and Engaging Student-Centered Learning Environment**

Solving everyday ill-structured and complex problems with diverse audiences is a required skill needed to prepare students for the rapidly paced Global Market. Problem Based Learning (PBL) is a student-centered methodology that provides an interactive learning environment to engage students. PBL requires students to resolve everyday problems through research, higher-level thinking, and cooperation. You will apply the basics of PBL by creating a PBL unit to use within the classroom. The online workshop will cover instructional strategies, cognitive aids, and teacher and student roles within PBL.

**Required Textbook:** None

**ONLINE; March 4 - 31**
2 undergraduate credit hours, $912
CI 40093, CRN # 19957
2 graduate credit hours, $1050
CI 50093, CRN # 19958

Dr. Marian Maxfield

**Realizing Excellence**

Whether you are a new teacher, coach or seasoned veteran, the applications of the newest brain science discoveries can aid you in developing a "culture of success" in the classroom or on the playing field. Learn how to apply the old themes of success (confidence, concentration, attitude, and positive performance) considering the newest discoveries of brain research will shorten your quest to be the finest you can be. Join the adventure of learning how those 100 billion neurons called your brain can be molded into a successful machine of incredible power and performance.

**Optional Textbook:** Orlick,T. (2007). *Pursuit of Excellence* (5th ed.). Human Kinetics Publishers. ISBN: 978-0-736-06757-7

**ONLINE; March 12 - 26**1 graduate credit hour, $536
CI 50093, CRN # 19948

Timothy Berger

**Response to Intervention: A Promising Practice for Identifying and Helping Struggling Learners**

Participants will obtain a solid understanding of the logic behind RTI, how RTI is implemented in schools, and how RTI can be used to identify students who have learning disabilities.

**Required Textbook**: None

**ONLINE; March 8 – April 4**2 undergraduate credit hours, $930
SPED 40093, CRN # 19951
2 graduate credit hours, $1,072
SPED 50093, CRN # 19952

Dr. Andrew Wiley

**Social Networking for Educators**

Social networking has become a common means of communication among students and faculty alike. The purpose of this workshop is to teach the fundamentals of social networking and the impact it has on education. This online workshop will help participants: identify various social networking tools to use as teaching aids, recognize ways in which social networking can enhance teaching and learning, and identify the pros and cons of social networking.

**Required Textbook**: None

**ONLINE; March 8 - 28**
2 undergraduate credit hours, $930
ETEC 40093, CRN # 19955
2 graduate credit hours, $1,072
ETEC 50093, CRN # 19956

Dr. Julee Henry

**Stress & Life Management: Being All Things to All People**

In this workshop, you will enhance your power of thought, focusing on the positive and keeping life’s events in their proper perspective. You will learn specific techniques to deal with stress, change and worry, along with time management and goal-setting strategies.

**Required Textbook**: Covey, S.R., Merrill, A.R., & Merill R.R. (2003). *First things first*. Free Press. ISBN: 0684802031

**ONLINE; March 8 - 19**
1 undergraduate credit hour, $465
CI 40093, CRN # 19953
1 graduate credit hour, $536
CI 50093, CRN # 19954

W. Dewayne Nicholes

**Supplemental & Intensive Math Instruction for Struggling Learners**

This workshop introduces the knowledge and skills needed to plan, deliver, and evaluate supplemental and intensive math instruction using research-based programs and practices. Participants learn how data-based individualization is used to determine what and how to teach to promote acquisition and mastery of critical math skills and concepts. Participants learn effective strategies and instructional approaches for improving outcomes for students experiencing persistent difficulties learning math including students with disabilities.

**Required Textbook:** Stein, M., Kinder, D., Rolf, K., Silvert, J., & Carnine, D.W. (2017). *Direct Instruction: Mathematics* (5th ed.). Merrill Education/Prentice Hall. ISBN13:978-0134711225

**ONLINE; March 8 – April 18**
3 undergraduate credit hours, $1,395
SPED 40093, CRN # 19949
3 graduate credit hours, $1,608
SPED 50093, CRN # 19950

Dr. Andrew Wiley

**Teaching with Tablets**

Tablets are changing the way people communicate and the possibilities for utilizing these devices to engage in technology-supported activities are limitless. The ability to collaborate anytime, anywhere benefits teaching, learning, and so much more. In this online workshop participants will explore the many uses of tablets in varying fields and environments. Students will learn to identify various apps for teaching aids, recognize ways in which tablets can enhance teaching and learning, and identify both the benefits and challenges of tablets.

**Required Textbook**: None

**ONLINE; April 5 – 25**2 undergraduate credit hours, $930
ETEC 40093, CRN # 19940
2 graduate credit hours, $1,072
ETEC 50093, CRN # 19941

Dr. Julee Henry

**Teen Dating in the 21st Century: The Impact of Alcohol, Drugs and Sex**

This workshop is designed to provide parents, students, and professionals the skills and tools to work with teenagers who are involved in dating. Teenage dating has evolved during the 21st century to a point that teens as young as twelve and thirteen are now dating and engaging in sexual activities, as well as the use of drugs and alcohol. It is conceivable that today’s youth are engaging in these adult-like activities without the maturity or knowledge of how to protect themselves from harm. It is paramount that parents and professionals learn what is needed to assist teens in making good decisions and being safe today. Those who understand and provide appropriate guidance can make a difference in teenagers being safe or being harmed by others, or by situations in which they are vulnerable.

**Required Textbook**: Wallace, S. (2008). *Reality Gap: Alcohol, Drugs, and Sex-What Parents Don't Know and Teens Aren't Telling.* Sterling Publishing Company, Inc. ISBN 9781402753046

**ONLINE; February 2 – March 1**1 undergraduate credit hour, $465
CES 40093, CRN # 19997
1 graduate credit hour, $536
CES 50093, CRN # 19998

Dr. Sandra Miller-Jones

**Thrive with Google Drive**

Did you know that you could teach and learn using Google Drive? The goal of this workshop is to introduce you to the many tools available through Google Drive. Through this hands-on workshop, you’ll learn how Google Drive can increase collaboration and communication, creativity and innovation, critical thinking, and problem-solving skills. Don’t get left behind, thrive using Google Drive!

**Required Textbook**: None

**ONLINE; February 15 – March 7**
2 undergraduate credit hours, $930
ETEC 40093, CRN # 19990
2 graduate credit hours, $1,072
ETEC 50093, CRN # 19991

Dr. Julee Henry

**Understanding and Reducing Stress**

What “stresses you out?” Would you like to reduce the stress in your life? Come join us as we explore various aspects of stress in our modern society, the effects of stress, and various ways to reduce stress and improve health, learning, and the ability to function effectively.

**Required Textbook**: Promislow, S. (2002). *Putting out the fire of fear: Extinguish the burning issues in your life*. Enhanced Learning & Integration. ISBN # 0-968-1066-4-1

**REMOTE; SATURDAY March 6 & March 13**8:30 a.m. - 4:00 p.m.
1 undergraduate credit hour, $465
CES 40093, CRN # 20009
1 graduate credit hour, $536
CES 50093, CRN # 20010

Dr. Lisbeth Justice

**Understanding and Working with Difficult Children**

This workshop is designed to provide individuals who are working with children, or plan on working with children, pertinent information regarding recognizing and understanding behavior problems in children. Not all children with behavior problems will display identical difficulties. Eclectic approaches are needed to address specific behavior issues. Workshop participants will be educated on the diversity of problems and children. Referrals and assessment needs will be discussed.

**Required Textbook:** Glasser, H. & Easley, J. (2016). *Transforming the difficult child: The nurtured heart approach*. Nurtured Heart Publications. ISBN: 9780967050707

**ONLINE; March 2 - 29**
1 undergraduate credit hour, $465
CES 40093, CRN # 19959
1 graduate credit hour, $536
CES 50093, CRN # 19960

Dr. Sandra Miller-Jones, instructor, LDES

**Understanding Power and Control in Interpersonal Relationships: A Course for Educators, Counselors and Social Workers**

This course has been developed for professionals to enhance their ability to recognize power inequalities and the effects of coercion and force in the context of trust-based relationships. The effects of trauma and disassociated coercion in battering relationships, domestic violence, and child abuse will be explored, as well as models of collaborative and balanced power in interpersonal relationships. Participants will be provided with information designed to enable them to develop individualized screening and assessment plans.

**Required Textbook:** None

**ONLINE; March 22 – April 18**
2 graduate credit hours, $1,072
CES 50093, CRN # 19943

Dr. Jennifer Maxwell