2011 COURSES

FOR EDUCATORS

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PROFESSIONAL DEVELOPMENT FOR EDUCATORS

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PROFESSIONAL DEVELOPMENT FOR EDUCATORS

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FOR PRICING, CURRENT SPECIALS & TO ENROLL

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GRANTING CREDITS IN YOUR REGION

Contact us for information regarding our credit-granting University Partner for your specific region. Our graduate credit courses offer three (3.0) semester graduate credits that can be applied toward teacher certificate/license renewal and salary advancement (subject to district approval).

ABOUT THE CONNECTING LINK

Founded in 1981 by educators for educators, The Connecting Link offers engaging, convenient, and pertinent courses designed to meet the professional development needs of educators and their school districts.

The Connecting Link offers graduate credit courses (subject to district approval) through partnerships with accredited institutions of higher learning. Working closely with these partners, The Connecting Link is committed to the continuous improvement and expansion of innovative, relevant, and engaging classes. Professional development units can be granted through participation in our graduate credit courses (when taken as not-for-credit) where The Connecting Link is an approved provider by that state's educational governance.

Our mission is to provide high quality, graduate-level, continuing education courses designed to help teachers respond to challenges and opportunities facing educators today. Each course is developed in accordance with applicable standards, adult learning principles, and current educational research.

Whether in the classroom or online, The Connecting Link learning experience centers on engaging and relevant activities that help educators work in a community of peers to forge durable links between the latest research and daily practice.

WHAT'S INSIDE

ACADEMIC COURSE DESCRIPTIONS ....

These site-based and online courses are developed and taught by experts in their fields. All of our courses are highly interactive and you will receive personalized feedback from qualified instructors. Our online courses offer flexibility with 24-hour access, instructor guided self-study, relevant instruction and user-friendly materials. Whether you want to advance (or enhance) your career – or expand your knowledge, The Connecting Link's courses meet the needs of aspiring and working professionals. Full course descriptions are available online.

TECHNOLOGY COURSE DESCRIPTIONS ....

These site-based and online technology courses offer a combination of practical hands-on instruction as well as principles and strategies for the effective use of technology to improve students' learning. All Connecting Link Technology classes are designed to comply with International Society for Technology in Education (ISTE) standards adopted by NCATE. Each course syllabus details points of compliance, and technical skills are presented in the context of a best practices framework for creating and evaluating technology-based learning activities. Full course descriptions are available online.

TUITION & POLICIES ....

FREQUENTLY ASKED QUESTIONS

Who are the instructors of our courses?
Our instructors are local educators who hold a master's or doctoral degree and are accomplished in their field. Instructors are carefully screened and regularly evaluated by The Connecting Link staff and students.

How many credits does each course offer?
Participants completing graduate credit courses earn three (3.0) semester graduate credits from our academic partner. Credit is accepted by most school districts for salary advancement and renewal of your teaching license. Always check with your district regarding how credits may be applied.

When will I receive my grade?
The Connecting Link will email a grade letter to you upon receiving your final grade from your instructor. Grades are typically received by email within three weeks of the final class meeting. You may subsequently request transcripts from our academic partner.

How long will it take to receive my transcripts?
You may request official transcripts by sending a transcript request form directly to our academic partner. Depending on the partner, transcript processing time may take up to three weeks. You will receive a transcript request form on your first day of your site-based class. Additional transcript information for online courses is included in your course materials.

How much is tuition?
Course prices can vary by topic and format; therefore, please visit our website or call us for current pricing and to inquire about discounts that may be available.

Are there additional fees?
There are no additional costs for course materials (supplemental participant manuals and textbooks). You will receive your materials on the first day of a site-based course; materials for online courses will be mailed directly to you. Please allow 5-7 business days for delivery of materials for online courses. Official university transcripts may be requested from our academic partners for a nominal fee. We make every effort to schedule courses at facilities with ample free parking, but this is not always possible. We ask that you inquire in advance about the availability of parking at your facility so that you can plan accordingly.

What if I need proof of payment reimbursement?
The Connecting Link automatically emails a receipt for each payment received. If you need an additional receipt, you may call The Connecting Link to request one.

Can these courses transfer into a graduate program?
Please contact your academic advisor prior to enrolling in a course to determine if the course will count toward a degree program.

What if the course I signed up for is cancelled or changed?
The Connecting Link makes every effort to run all courses as scheduled. Occasionally, a course will not have sufficient enrollment to be held. Your registration counts! Please register early. If a course is cancelled, we will notify you approximately two weeks prior to the first day of class. Please note that some circumstances may prevent us from providing two weeks notice. Because The Connecting Link holds satellite courses, the dates, facilities and/or instructors are subject to change. We will notify you of any such changes; however, we recommend that you also visit our website at www.connectinglink.com to verify the course information prior to the first day of class.

When can I log in to my online course?
You may log in at your convenience. The Connecting Link's online course system is available 24 hours a day, seven days a week.

How long is an online course?
You may start your online course as soon as you receive your materials and all necessary log-in information. Once you log on, you have 12 weeks to complete the course. You must log on within 60 days of your purchase; otherwise, you will be subject to a $25 re-activation fee.

What if I have special needs?
In compliance with ADA guidelines, The Connecting Link encourages participants with a temporary or permanent condition that might affect their ability to perform in class to inform us when registering. Adaptations of teaching methods, course materials, or testing may be made as needed to provide for equitable participation.

For pricing, current specials, and to enroll, call 888.550.5465 or visit www.connectinglink.com

✎ ACADEMIC COURSES

Accommodating Diverse Learning Styles™

Teachers who understand differences among learning styles can create a diversity of learning experiences to maximize student learning. This course helps teachers understand different learning styles and provides practical and effective strategies for assessing and accommodating learning differences in the classroom.

ADHD and the Classroom Teacher™

This course is designed to give teachers a deeper understanding of Attention Deficit Disorder (ADD) and Attention Deficit Hyperactivity Disorder (ADHD) (with Hyperactivity and/or Inattentiveness), and the means to explore teaching methods promoting an effective learning environment for learners with these disorders.

Arts with the Brain in Mind™

Discover how the arts can help students develop the creativity, self-discipline, motivation, and self-expression that are critical to success at school and in life. This class illuminates the importance of brain-compatible arts instruction and provides concrete strategies for using arts activities to support learning across the disciplines.

Assistive Technology: Supporting Students in their World™

Educators will have the opportunity to demonstrate a deeper understanding of Assistive Technology (AT) and how it can be effectively integrated into classroom settings in this course. Students will become familiar with best practices necessary to facilitate success of students with disabilities for whom Assistive Technology can increase independence as well as personal and academic success in the world in which they live, work, and play.

Autism Spectrum Disorders and the Professional Educator™

Participants of this course will demonstrate a deeper understanding of Autism Spectrum Disorders (ASD) as well as explore teaching methods promoting an effective learning environment for varied learner characteristics within the wide range of disabilities.

Best Practices in Mentoring: No Colleague Left Behind™

Further your professional development by developing the knowledge and skills to become an effective mentor. Develop skills in the area of communication, clinical supervision, peer consultation, reflection, problem solving, and evaluation.

NEW Bullying and Cyberbullying:
An Educator's Toolbox for Prevention and Intervention™

Schools are under increased pressure to deal with all forms of bullying, cyberbullying, harassment, and violence. This course is designed to give educators at all levels (K-12) an overview of the research related to bullying, cyberbullying, school violence and cultures of respect and to help educators develop effective tools for prevention and intervention.

NEW Challenges Affecting Children Today:
Educators Managing Student Societal Issues™

This course is designed to promote an in-depth understanding and awareness of social issues that are of a global concern in our society that may affect student learning in the classroom. Content of the course includes: Family system studies; Effects of parental or youth substance abuse; Child abuse and neglect; State regulations regarding the reporting of abuse; Developmental issues of students; Youth depression and suicide; and School violence among other relevant topics.

Classroom Management that Works:
Practical Solutions to Persistent Problems™

In place of cookie-cutter techniques, this course helps teachers understand basic principles of effective teacher-student interactions and discover, develop, and maintain the inner authority they need. Learn how effective classroom management techniques result in an atmosphere of collaboration and mutual respect.

Conscious Classroom Management for New Teachers™

Based on the book, Conscious Classroom Management, this course is designed to give new teachers a practical guide to surviving and thriving in the classroom. Participants are shown how to develop and apply six key attitudes and skills that form the foundation of an effective discipline process.

Creating a Safe Educational Environment:
Eliminating Bullying and Disrespect™
Studies indicate that 15-20% of our students are bullied with some frequency. This course focuses on current regulations, recommendations, preventive and intervention theories, strategies, objectives, lesson plans and activities for dealing with and eliminating bullying and aggressive behaviors.

Creating Confident Speakers™

This is an engaging online course for K-12 educators who want to strengthen and hone their own and their students' oral communication skills. Creating Confident Speakers focuses on instructional objectives, strategies, lessons, activities, and evaluations necessary for improving presentation, listening, and other important communication skills.

Developing Curriculum for Online Courses™

This course is designed to help you assess the feasibility of offering a single course or a series of courses online. You will learn how to create the balance among curriculum, technology, and course facilitation that is required for a successful online program.

Developing and Supporting Productive Learners™

Student learning is a complex process that involves social and personal development as well as intellectual growth. This course will provide educators with additional strategies and skills to help their students become productive learners who are actively engaged in learning, able to interact positively with others, and self-motivated.

NEW Diagnosis and Intervention for Struggling Readers in the Elementary Grades™

Learning to read is a complex process. While the process evolves easily for some, it presents challenges for others. Did you know that learning to read is a challenge for almost 40 percent of kids? The good news is that with early help, most reading problems can be prevented. Explicit and systematic teaching methodologies will be the focus as phonemic awareness, phonics, fluency, vocabulary and comprehension is covered in order to assist students to become better readers.

Differentiated Instructional Strategies™

This powerful, comprehensive course is developed to enable teachers to meet the needs of the widely diverse classrooms they currently face. The coursework helps teachers address district and state standards by diagnosing students' learning needs and developing differentiated lesson plans that provide optimum opportunities for student success.

Discovery Learning and Critical Thinking With WebQuests™

The challenge of teaching students to think critically is an issue at the forefront of the educational horizon. Participants will learn key characteristics of the WebQuest instructional model, learn how to create WebQuests with attractive Web pages, and develop their own WebQuests for students in their grade level and content area.

Effective Writing Skills in the Classroom:
Gaining Ground for Your Grade Level™

Establishing the reading-writing connection is an essential factor in transforming our students into thinkers and planting seeds for lifelong learning. Using elements of the "Writer's Workshop" (i.e., prewriting, writing, revising, editing, and publishing skills), this course will give teachers the tools they need to help students become proficient writers, celebrating the power of student voice and wondrous words.

Embracing Health: Lifestyle Changes to Prevent
Obesity in Children™

Childhood obesity has become a prevalent health issue that has an impact on students in the learning environment. Teachers of all disciplines and age levels will gain a more in-depth understanding of personal health and related habits in order to communicate that knowledge through day-to-day integration within the classroom environment to benefit the health of all students.

Empowering Educators in the Classroom: Integrating
Education & Mental Health™

This course is designed to give K-12 teachers an overview of the normative developmental issues of children and adolescents, mental health issues that can compromise development, and the behavioral and social concerns that impinge on the processes of both developing and learning. At its core, this course challenges each professional to better understand the dynamics of the classroom to respond effectively to each student so that it is possible to make a difference in the lives of the children being taught.

NEW Exploring Legal Landscapes of the Modern
American Classroom™

The course addresses historic legal issues and teaches essential legal concepts that all educators should understand, while emphasizing fresh legal and ethical debates (many ripped from the headlines) in an effort to foster lively debate and critical thinking about the most interesting and important legal topics for modern educators.

ACADEMIC COURSES

Facilitating Online Courses™

This course elaborates on the unique role of the online facilitator in a highly interactive, online learning program. Emphasis is placed on developing the online learning community, building the skills to effectively employ online learning strategies, managing the online class, and implementing new or modifying existing curricula.

Fundamentals of School Law for Educators™

All teachers are required to know the law under our system of jurisprudence. This course explores public policy issues and political systems within the context of state and federal law and the ways by which teachers can apply the knowledge gained in everyday teaching.

Impacting Students with Special Gifts and Needs Through Brain Research™

Recent developments in brain research have the potential to improve teaching and learning dramatically-provided that educators understand how to take the theory behind brain research and apply it effectively in their classrooms. In this powerful online course you will learn about the latest research and how to incorporate brain-optimizing techniques in your daily planning.

Impacting Teaching & Learning with Brain Research™

Based on David Sousa's practical and powerful discoveries, this dynamic online course explores the benefits of applying brain research to affect how students learn and to improve levels of achievement. Discover how physiological and learning cycles affect students' abilities to learn.

Inclusion Strategies for Educators™

The challenge of teaching students with diverse learning needs pervades the 21st century classroom. The purpose of this course is to provide educators with a broader understanding of forces driving legislation and basic principles and practices for management of the inclusive classroom, and an exploration of the need for effective collaboration among educators to ensure success of all students.

Inquiry-Based Learning and Teaching in Science Education™

Inquiry-based learning describes a process of educational discovery. Participants are guided to discover teaching utilizing method of inquiry-based learning, encouraged to ask meaningful questions as they will encourage their students, and decide how to answer those questions. This course culminates by requiring participants to create engaging inquiry based learning activities and projects that they can immediately use in their classrooms.

Managing Pressures of the Teaching Profession™

Left unmanaged, stress can make even the most experienced teacher ineffective. This very popular course promotes an understanding of how stress affects the teaching and learning process. Learn to model and teach effective stress management skills so that your students can reach their potentials.

More Chances to Learn™

Beyond theory, this course gives you realistic strategies for fostering student development. Help your students discover personal strengths, build self-esteem, and develop leadership skills. You will be given examples of multiple intelligences and shown how to use them.

NEW No Child Left Inside: Examining Rationale and Methods to Use the Outdoors as a Classroom™

Outdoor education is an instructional wave that is sweeping across the nation. School forests, class gardens, ropes courses, nature centers, interdisciplinary outdoor lessons, and adventure trips are becoming commonplace in the curriculum. This course, "No Child Left Inside," makes sense of all the research, practices, and theories so that educators are confident that they can use the outdoors as another tool in their arsenal to teach students.

Preparing Students for Adulthood: Promoting Positive Life Outcomes for Students™

Teachers and educational personnel who take this course will gain insight and knowledge into transition best practices and strategies needed to meet requirements of a student's Individualized Education Program while also learning concepts that are beneficial for all students. For regular and special educators, this course will enhance teaching practices that focus on those skills necessary for preparing children and teens for adulthood.

NEW Reading Strategies to Ensure Intermediate and Secondary Student Success™

One of the greatest roadblocks to student learning in the classroom is a difficulty with reading comprehension and the various texts used in the classroom setting. This course will look at the basics of reading comprehension and what the regular classroom teacher can do to help a student access the texts successfully in a multitude of situations. This course will be helpful to those intermediate and secondary teachers with little to no reading instruction background.

Response to Intervention: A Shift to Serving Educational Needs – Not Categorical Labels™

Response to Intervention (RTI) is a federally mandated program assisting struggling students developing grade level academic skills in a variety of areas. The program is designed to assist those students who often fall between the cracks. Educators will become familiar with key elements of RTI and best practices in the field shown to increase academic growth for students. In-depth analysis of matching services to varied student characteristics allow teachers and educational professionals to further explore the impact of culture and learning diversity issues influencing student achievement.

Teaching English Language Learners in the Regular Classroom™

Schools in the United States are becoming culturally and linguistically more diverse. This course is designed to provide K-12 teachers, administrators, and staff with an opportunity to gain a deeper understanding of issues, instructional methods and strategies regarding English language learners (ELL).

The Art of Cooperation: Cooperative Learning in the Classroom™

This course introduces teachers to basic components of cooperative learning, demonstrates how these components are combined in many different cooperative learning methods, and gives teachers the opportunity to plan lessons using methods and techniques that are appropriate to their individual classrooms.

The Differentiated Classroom™

Students today have widely varying levels of learning readiness, learning styles, strengths and weaknesses in the nine intelligences, personal interests, and cultural backgrounds. Gain strategies for differentiating the learning experiences of students within the same classroom to maximize each child's potential.

The Power of Brain-Compatible Learning: Translating Research into Practice™

Optimize your students' learning capacity, increase their retention, and minimize the need to re-teach! This course assists you in understanding the profound implications of recent brain research in educational practice. Based on the work of leading experts in the field, the course utilizes education-oriented texts, remarkable video footage, and experiential in-class activities.

Toolkit for Creating Collaborative Learners™

This engaging online course is developed to help teachers understand the composite skill sets students of all ages need to learn to function effectively in a collaborative environment, to introduce teachers to simple and effective cooperative Kagan "structures" that help students develop these skills, and to provide opportunities for teachers to adapt the structures to any age level or discipline.

Tools for Professional Resilience™

This course is designed to turn the tables on the stress and burnout plaguing professional educators by giving them the tools they need to proactively build resilience, manage stress, prevent burnout, and maximize their effectiveness in the classroom.

Transforming Students into Mathematicians™

This course offers practical ideas and teaching methods for helping and encouraging students of all ages to see math as a necessary and useful tool in every area of life. Eliminate their fear of math and open up intriguing new avenues of exploration and discovery aimed at equipping your math students with problem-solving insights and skills.

Transforming Students into Readers™

Teaching students to read and motivating them to want to continue to read is an ongoing process. This course will guide you through exploring the cognitive, developmental and environmental aspects of the reading process, and show how to foster a life-long love of reading in your students.

Transforming Students into Writers™

This lively online course is designed to explore all aspects of academic writing, from imaginative to poetic to critical. Assignments are designed so teachers can adapt them to their individual classroom needs and interests.

Online ⌨ / Site-based 👥 / Moodle m

⚙ TECHNOLOGY COURSES

MORE COURSES AVAILABLE, SEE WEBSITE FOR DETAILS

NEW Applying Digital Photography and Related Technology to Enhance the Learning Experience for Students in the Classroom™

This course provides an in-depth exploration of the classroom applications and educational uses of digital media. Participants will learn about digital photography and what you need to get started, understanding light, controlling exposure and focal length, focus, shutter speed and lenses. In addition to the basics of digital photography, participants will learn how to import photos in a variety of ways in productivity and educational software programs. Participants will leave the course with the ability to build calendars, newsletters, spreadsheets, productivity documents, online photo galleries, and Power Point presentations.

NEW Building Educational Websites to Extend the Classroom Experience™

This course provides an in-depth exploration of the classroom applications and educational uses of Web publishing skills. Course participants will learn how to utilize the ISTE's six categories of National Education Technology Standards for Teachers (NETS) for planning technology-based activities in which students achieve success in learning, communication, and life skills. This course provides teachers with the knowledge and skills to expand classroom Internet use by helping their students to design and publish an educational home website.

NEW Collaborative Web Technologies: Transforming Teaching and Learning™

This course will provide teachers the opportunity to understand and use global collaborative web technologies to impact learning and teaching. Teachers will use these technologies to design and develop relevant learning experiences across curriculums. This course will allow for examination of the ethics, safety and security involved with the use of these technologies. The use of Moodle to blog daily and participate in online forum discussions will enhance the teacher's own technology skills.

Desktop Publishing: Impacting Teaching and Student Learning™

This course provides an in-depth exploration of the classroom applications and educational uses for Microsoft® Publisher® or Adobe® PageMaker®. Students will learn to create forms, calendars, and newsletters. Work with art and graphics to create and develop your own publication ready to post on the Web.

Integrating Technology into the Classroom™

Explore the uses of the most widely used Microsoft® applications, such as Word®, Publisher®, PowerPoint®, Excel®, and Access®. Participants will learn about the social, ethical, legal, and instructional issues associated with computer technology in the classroom. Hands-on practice in creating educational documents, tests, presentations, charts, calendars, and databases will allow participants to demonstrate knowledge of how these tools can be used in practical, efficient ways to integrate technology-enhanced lessons into curriculum-specific activities.

NEW Integrating Technology into Mathematics Instruction™

This course is designed for grade 3-12 math educators interested in integrating technology and mathematics instruction. Participants will explore software packages, web resources, and other instructional materials used to integrate technology and mathematics instruction. Site-based course participants will also explore use of the TI-83/84 graphing calculator. Course topics include: developing several instructional units/lessons that adheres to local, state and national standards; and evaluating instructional technologies for use in the classroom.

Interactive Whiteboard Technology in the Classroom: A Modern Experience in Education™

Tools such as interactive whiteboards are the trend in education technology. This course offers teachers the digital edge with its focus on how to use interactive whiteboards and multimedia to plan curriculum-based activities with ease, collaborate with families and other school personnel, engage students to achieve higher level thinking skills and achievement scores, and differentiate lessons to address a variety of learning styles.

NEW Beyond the Basics: Advanced Applications of the Interactive Whiteboard™

Offering teachers the digital edge, this course focuses on how to take the interactive whiteboard and other multimedia learning tools to the next level. Participants will walk away with many tricks known to the more experienced technology teachers to implement curriculum-based interactive activities with ease. This class is recommended for students with a minimum of one year interactive whiteboard experience or those who have taken the beginning level interactive whiteboard class.

Internet Applications: Impacting Teaching and Student Learning™

This course explores the ways in which Internet technology is rapidly becoming an integral element of classroom learning and provides teachers with requisite skills to apply this technology in their classrooms.

Microsoft® Access®: Impacting Teaching and Student Learning™

This course provides an in-depth exploration of classroom applications and educational uses for Microsoft Access. The course will also show teachers how to increase their productivity, with instruction on designing a database; working with tables and datasheets; creating forms and reports; using queries and filters; maintaining records, relationships, and validations; and integrating Microsoft Access with other Microsoft applications such as Microsoft Word and Excel.

Microsoft® Excel®: Impacting Teaching and Student Learning™

This course provides an in-depth exploration of the classroom applications and educational uses for Microsoft® Excel®. Learn to record, organize, format, and use data in an educational setting by working with workbooks and worksheets, charts, databases, and lists. Participants will also learn how to enter, sort, filter, find, and manage data with Excel®.

Microsoft® PowerPoint®: Impacting Teaching and Student Learning™

This course provides an in-depth exploration of the classroom applications and educational uses for Microsoft® PowerPoint®. Learn how to develop professional-looking and pedagogically effective presentations for classroom use. Explore the principles of graphic design and the basics of Web publishing. In addition to technical skills, you'll develop a framework for creating and evaluating technology-based learning activities.

Advanced Microsoft® PowerPoint®: Improving Teaching and Student Learning™

Learn advanced classroom applications and educational uses for Microsoft® PowerPoint®. Develop additional techniques and uses of PowerPoint®, including Web publishing and teacher productivity tools, and how to integrate other Microsoft® Office® applications. Learn principles and strategies to create and evaluate technology-enhanced learning experiences and to plan for technology-based activities in which students achieve success in learning, communication, and life skills.

Microsoft® Word®: Impacting Teaching and Student Learning™

This course provides an in-depth exploration of the classroom applications and educational uses for Microsoft® Word®. Attain skills in entering, organizing, formatting, and using text in an educational setting. Learn how to create letters, class syllabi, calendars, tests, flyers, newsletters, and much more. In addition to technical skills, you'll develop a framework for creating and evaluating technology-based learning activities.

NEW Using Digital Video to Capitivate Your Classroom™

Windows® Movie Maker® can help bring a new teaching medium into the classroom. In this course, teachers will learn how to use digital video as an instructional tool for classroom projects and gain practical ideas that can easily be applied to the classroom to enhance student learning immediately. This is an introductory course and recommended for all k-12 teachers who are interested in learning more about digital video options in their classroom.

NEW Teaching Algebra with Technology™   m

This course is designed for 6-12 educators who are interested in enhancing their repertoire of technology to create dynamic algebraic lessons. Participants will explore useful techniques to create more effective technology lessons, software packages, web resources, graphing calculators, and instructional materials used to integrate technology into algebra instruction. Course topics include technology use with number operations, ratios and proportions, functions, systems of equations, graphing, data analysis, and probabilities. The course is offered as an online, self-paced course or as an online, instructor-led course structured over a 11 week period via **Moodle**.

Advanced Microsoft® Word® for Educators™

This course is intended for experienced K-12 educators seeking ways to expand their teaching expertise by applying increased technology skills to documents used in the instructional process. All hands-on practice activities are presented in the context of classroom or educational uses for this software program. Expand on your knowledge in formatting, WordArt, tables, columns, templates, outlines, and mail merges, among other things.

Using Microsoft® Excel® to Enhance Student Learning™

Course participants will examine the applications of Microsoft® Excel® to enhance teachers' productivity. Educators will learn how to help students develop the ability to read, analyze, and create charts and graphs. This course has many immediate applicable ideas to organize and manage your classes with scheduling tools and grade books.

Using Microsoft® Word® to Enhance Student Learning™

Participants will explore methods and strategies for applying Microsoft® Word® in the classroom, creating technology-enhanced learning experiences, assessing learning, and facilitating collaboration and cooperative learning. The course also examines the unique educational applications of Microsoft® Word®.

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CONNECT
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GRANTING CREDIT IN YOUR REGION

For information regarding our credit-granting University Partner for your specific region, please call us at (888) 550-5465 or visit our website at www.connectinglink.com. The Connecting Link graduate credit courses offer three (3.0) semester graduate credits that can be applied toward teacher certificate/license renewal and salary advancement (subject to district approval).

DISCOUNTS AVAILABLE
FOR SITE BASED & ONLINE COURSES
For pricing, current specials & to enroll
888.550.5465
www.connectinglink.com

TUITION

Site-Based Graduate-Credit Tuition

• Pay in full or pay a $150 non-refundable deposit to reserve your seat.
• Full payment is not required to receive available discounts.
• Tuition balance is due on or before the first day of class.

Online Graduate-Credit Tuition

• Tuition varies by course, please contact us for pricing.
• Payment in full is required upon enrollment.

Course prices may vary by topic and format. Visit our website or call for current pricing and special discounts.

POLICIES

SITE-BASED COURSE POLICIES

Refund policy: If you withdraw from a course 7 or more days before the first day of class, you will receive a refund of the amount you paid less the $150 non-refundable deposit. If you fail to notify The Connecting Link at least 7 days prior to the start date of the course, no refund will be provided. Please allow 3-4 weeks for your refund. Cancellation policy: If a course is cancelled by The Connecting Link, we will notify you approximately two weeks prior to the first day of class. You may transfer to another site-based or online course at the same tuition as your original course purchase price or receive a full refund. Please note that some circumstances may prevent us from providing two weeks notice. Transfer policy: If you are unable to attend your course, and notify The Connecting Link 7 days or more before the first day of class, you may transfer into a different site-based or online course. The new course must be held within 6 months of the original course start date. You will be subject to the regular price of the new course in effect at that time, and a $30 processing fee will be assessed. No additional discounts are applicable.
Reminder: The Connecting Link will email a grade letter to you upon receiving your final grade from your instructor. Transcripts will be available from our academic partner approximately six to eight weeks after the completion of your course.

ONLINE COURSE POLICIES

Beginning your course: You may start your online course as soon as you receive your materials and all necessary log-in information. Once you log on to your course, you have 12 weeks to complete your course. You must log on to your course within 60 days of purchase; otherwise, you will be subject to a $25 re-activation fee. Refund policy: To qualify for a refund, you must notify The Connecting Link within 21 days of the date of purchasing your online course. You must not have logged on or activated your account; otherwise, you will not be eligible for a refund. The Connecting Link will issue a refund of your purchase price, less a $150 cancellation fee per course, after your materials are returned. (Please allow 3-4 weeks for your refund.) Returning Materials: To receive a refund, you must contact The Connecting Link to be issued a Return Materials Authorization (RMA) number. You will be advised to return your materials to The Connecting Link, Attn: Online Returns Department. To remain eligible for a refund, materials must be received by The Connecting Link within 21 days of the RMA number being issued.

ENROLL TODAY IN A CONNECTING LINK PROFESSIONAL DEVELOPMENT COURSE

" The Connecting Link is a great resource for affordable learning. The course content is excellent as well as their instructors. I highly recommend The Connecting Link courses to professionals! "

— **Janene**, The Power of Brain-Compatible Learning™

THE CONNECTING LINK
PROFESSIONAL DEVELOPMENT FOR EDUCATORS

5126 Ralston Street • Ventura, CA 93003

888.550.5465 • www.connectinglink.com

FREE
BOOKS AND MATERIALS ARE INCLUDED IN EVERY COURSE

DIDN'T FIND A CLASS THAT MEETS YOUR SCHEDULE?

Call us to learn more about ClassBuilders™. The Connecting Link students have the flexibility to put together courses that meet their needs (subject, time, and location).