

Henry Ford Community College – Center for Lifelong Learning (CL2) Online Courses Approved for Michigan State Board CEUs, August -- December 2009

Agenda and Procedures are available on our website, and summarized here:

Each Ed2Go Online Course on this list consists of 12 lessons, each with accompanying reading, research, activities, and quiz. While participants complete the material at their own pace, **a minimum of 24 hours must be logged by the participant for each course**. This log will be signed by the participant and turned in to the SB-CEU Coordinator at Henry Ford Community College before awarding of SB-CEUs can be considered. **SB-CEUs can be awarded only once for this course, regardless of the sponsoring location.**

- Week One – One new lesson is released on Wednesday and Friday.
- Week Two – One new lesson is released on Wednesday and Friday.
- Week Three – One new lesson is released on Wednesday and Friday.
- Week Four – One new lesson is released on Wednesday and Friday.
- Week Five – One new lesson is released on Wednesday and Friday.
- Week Six – One new lesson is released on Wednesday and Friday.
- **Lesson Quizzes** – You **must** complete **every** lesson **quiz** by the course end date (**all 12 of them**). You can, at any time and as many times as you like, check to see which quizzes you have completed at Ed2Go. Once you are logged in at Ed2Go, (1) click on "Help" on the Ed2Go menu bar. (2) Scroll down to "Can I have a copy of my quiz results?" (3) Enter Username and password, and select the month. (4) Click on the "Get Quiz Scores" button. All of your quiz scores and the dates on which you took the quizzes show up.
- **Final Exam** – Released on Friday of the 6th week and **can only be taken once**. Participants have until the course end date to complete and submit this exam, and must obtain a **minimum score of 80%**.
- **Course Evaluation** must be completed by the participant by the course end date.
- **Course log** consisting of a minimum of 24 hours must be signed by the participant and turned in to the SB-CEU Coordinator at Henry Ford Community College. (Please double-check your math. On average, about one-quarter of the logs we receive have math errors!)

List of Available Courses

(Click on the class below to go to the page with the course description, start dates, and prices)

- [0-Introduction to Microsoft Project 2003 – Course Number: CEWWW 1170](#)
- [0-PC Security, an Introduction – Course Number: CEWWW 1172](#)
- [0-An Introduction to Teaching ESL/EFL – Course Number: CEWWW 1700](#)
- [0-Differentiated Instruction in the Classroom – Course Number: CEWWW 1705](#)
- [0-Enhancing Language Development in Childhood – Course Number: CEWWW 1710](#)
- [0-Integrating Technology in the Classroom – Course Number: CEWWW 1715](#)
- [0-Survival Kit for New Teachers – Course Number: CEWWW 1720](#)
- [0-Teaching Math: Grades 4-6 – Course Number: CEWWW 1725](#)
- [0-Teaching Science: Grades 4-6 – Course Number: CEWWW 1730](#)
- [0-The Creative Classroom – Course Number: CEWWW 1735](#)
- [0-Understanding Adolescents – Course Number: CEWWW 1740](#)
- [0-Creating the Inclusive Classroom: Strategies for Success – Course Number: CEWWW 1760](#)
- [0-Guided Reading and Writing: Strategies for Maximum Student Achievement – Course Number: CEWWW 1765](#)
- [0-Guided Reading: Strategies for the Differentiated Classroom – Course Number: CEWWW 1770](#)
- [0-Guiding Kids on the Internet – CEWWW 1775](#)
- [0-Ready, Set, Read! – Course Number: CEWWW 1780](#)

**Henry Ford Community College – Center for Lifelong Learning (CL2)
Online Courses Approved for Michigan State Board CEUs,
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0-Singapore Math Strategies: Model Drawing for Grades 1-6 – Course Number: CEWWW 1785
0-Teaching Students With Autism: Strategies for Success – Course Number: CEWWW 1790
0-Teaching Writing: Grades 4-6 – Course Number: CEWWW 1795
0-Working Successfully With Learning Disabled Students – Course Number: CEWWW 1800
0-Creating Web Pages – Course Number: CEWWW 2021
0-Creating Web Pages 2 - Course Number: CEWWW 2022
0-Designing Effective Websites – Course Number: CEWWW 2085
0-Everyday Math – Course Number: CEWWW 5030
0-Research Methods for Writers – Course Number: CEWWW 5239
0-Writing for Children – Course Number: CEWWW 5240
0-Big Ideas in Little Books – Course Number: CEWWW 5258
0-A to Z Grant Writing – Course Number: CEWWW 5300
0-Writing Effective Grant Proposals – Course Number: CEWWW 5301
0-Advanced Grant Proposal Writing – Course Number: CEWWW 5302
0-Solving Classroom Discipline Problems – Course Number: CEWWW 6064
0-Microsoft PowerPoint 2003 in the Classroom – Course Number: CEWWW 6066
0-Using the internet in the Classroom – Course Number: CEWWW 6068
0-The Classroom Computer – Course Number: CEWWW 6070
0-Accounting Fundamentals – Course Number: CEWWW 6071
0-Speed Spanish – Course Number: CEWWW 6080
0-Speed Spanish II – Course Number: CEWWW 6081
0-Speed Spanish III – Course Number: CEWWW 6082
0-Microsoft Word 2003 in the Classroom – Course Number: CEWWW 6084
0-Microsoft Excel 2003 in the Classroom – Course Number: CEWWW 6086
0-Solving Classroom Discipline Problems II - Course Number: CEWWW 6094
0-Microsoft Excel 2007 in the Classroom – Course Number: CEWWW 6110
0-Microsoft Word 2007 in the Classroom – Course Number: CEWWW 6115
0-Fundamentals of Supervision & Management – Course Number: CEWWW 6202
0-Leadership – Course Number: CEWWW 6205
0-Mastery of Business Fundamentals – Course Number: CEWWW 6208
0-Handling Medical Emergencies - Course Number: CEWWW 7890

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0-Introduction to Microsoft Project 2003 – Course Number: CEWWW 1170

Find out how to plan, implement, and control projects using Microsoft Project 2003. You'll convert lists and schedules into an integrated plan and see how to organize details, sequence tasks, produce a baseline, assign resources and costs, track progress, identify and analyze variances, revise your project plan, create schedules, and share everything with your customers and coworkers. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.

Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189209
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189209
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189209
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189209
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189209

0-PC Security, an Introduction – Course Number: CEWWW 1172

What you don't know about PC security really can hurt you! Learn why you're at risk and what you can do to protect your precious personal and business data from the outside world. This course, taught by a security expert, will quickly bring you up to speed on the fundamentals of PC and network security. You'll learn the nature of the threats you face, how to assess your vulnerability, how to identify the weak links in your system, and how you can implement simple solutions to minimize your risks. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.

Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189210
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189210
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189210
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189210
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189210

0-An Introduction to Teaching ESL/EFL – Course Number: CEWWW 1700

English language teachers enjoy a wide range of opportunities and face a daunting set of challenges. You teach more than a subject—you're teaching skills that will open up the entire world to your students! This course will show you innovative ways of teaching vocabulary and grammar, listening and speaking, and reading and writing. But more than that, it will give you a deeper understanding of who your students are and who you are as a teacher. So join us on this journey of becoming a more reflective and effective English language teacher! For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.

Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189269
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189269
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189269
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189269
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189269

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0-Differentiated Instruction in the Classroom – Course Number: CEWWW 1705

Differentiated instruction (DI) is becoming a mainstay in classrooms across the country as educators are starting to see the ways that the traditional classroom setting limits their ability to reach diverse learners. Join us on this journey through 10 practical DI integration strategies! Count on at least three sample integration lessons on each strategy, and just think of all the ways that you can apply them to improve learning outcomes for your students. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.
Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189270
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189270
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189270
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189270
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189270

0-Enhancing Language Development in Childhood – Course Number: CEWWW 1710

Follow your child's lead and have fun while enhancing language development! In this fun and user-friendly course for parents, teachers, and caregivers, you will discover how children learn to process language and how they become proficient speakers and thinkers. This course will help you enrich your child's life by stimulating his or her continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.
Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189271
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189271
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189271
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189271
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189271

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0-Integrating Technology in the Classroom – Course Number: CEWWW 1715

Whether you're new to the integration process or already use emerging technologies in your classroom, this course is a must for all of today's teachers who often have to produce more and more in less and less time. Gain the skills educators need to use tools such as wikis, podcasts, and blogs effectively. You'll discover simple ways to integrate technology to enhance your subject material and meet your course goals. We'll explore quick-and-easy, standards-based solutions for more interactive lesson plans, exciting WebQuests, and challenging assignments. We'll also unleash the power of Web resources, Word, Excel, and PowerPoint. You'll learn how to design your presentation station, identify kid-friendly Internet search tools, teach keyboarding and word processing, and develop standards-based, integrated lesson plans in reading, writing, science, math, social studies, music, and art. We'll delve into ways to reach special needs, GATE, and bilingual learners. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.
Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189272
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189272
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189272
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189272
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189272

0-Survival Kit for New Teachers – Course Number: CEWWW 1720

Are you a new teacher who feels anxious about entering your first classroom? Whether you're already teaching, a newly credentialed graduate, or a substitute looking to transition to full-time, this course will provide you with all the time-tested tools, tips, and tricks you need to make your early years in the classroom a breeze. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.
Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189273
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189273
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189273
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189273
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189273

0-Teaching Math: Grades 4-6 – Course Number: CEWWW 1725

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom. Whether you're a new teacher or a seasoned pro, this course will help you get your students excited about math! For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.
Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189274
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189274
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189274
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189274
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189274

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0-Teaching Science: Grades 4-6 – Course Number: CEWWW 1730

Ready to maximize your abilities in teaching science? You'll learn about foundational content in physical, life, and earth science, and ways to teach that content to your students. Discover specific teaching methods and science process skills, and learn how to improve the emotional climate in your classroom. Lots of examples and worksheets you can use in your own classroom are included. There's a big emphasis on the scientific method, and there's even an entire lesson devoted to science fairs! For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.

Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189275
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189275
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189275
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189275
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189275

0-The Creative Classroom – Course Number: CEWWW 1735

Creativity will abound in your classroom as you tap into your students' hidden talents. Learn creative new approaches to learning labs, activities, exercises, assignments, field trips, and evaluation methods. Think beyond the textbook and challenge your students by making your classroom a creative classroom! For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.

Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189276
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189276
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189276
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189276
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189276

0-Understanding Adolescents – Course Number: CEWWW 1740

To know your kids is to love them. In this course, an experienced social worker will help you gain a deep understanding and appreciation of your adolescent's development and behavior. You'll uncover the secrets of the adolescent mind and gain valuable information on how they think, how they feel, how their identities develop, and what steps you can take to ensure that you are well prepared to meet the needs of the teens in your life. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.

Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189277
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189277
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189277
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189277
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189277

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0- Creating the Inclusive Classroom: Strategies for Success – Course Number: CEWWW 1760

Get the training you need to reach the diverse mix of students you face every day—learning proven strategies that turn diversity into opportunity. With students who have learning disabilities, neurobiological disorders, and physical challenges, the modern classroom requires an efficient and effective teacher who can prioritize under tight deadlines and be creative on demand. Learn how to be the kind of super teacher who can guide every student toward academic success. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.
Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189278
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189278
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189278
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189278
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189278

0- Guided Reading and Writing: Strategies for Maximum Student Achievement – Course Number: CEWWW 1765

Literacy problems affect performance across subject areas, and they often leave teachers wondering how to help. Get the professional development training you need to improve student literacy as an accomplished teacher shares the secrets of turning guided reading strategies into opportunities for teaching writing. The road to literacy is also the road to ingenuity, invention, and imagination, and you'll soon learn how to take your students from groans to grins with creative lesson plans that really work! For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.

Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189279
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189279
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189279
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189279
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189279

0- Guided Reading: Strategies for the Differentiated Classroom – Course Number: CEWWW 1770

Now more than ever, today's teachers are grappling with the question of how to reach struggling readers. While there are no quick fixes, thousands of teachers are combining the principles of differentiated instruction and guided reading with unparalleled success. Mixed in the right proportion, these popular strategies will help you build a balanced literary framework that gets results with even the most challenged learners. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.

Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189280
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189280
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189280
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189280
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189280

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0- Guiding Kids on the Internet – Course Number: CEWWW 1775

Work the Web with your kids! This essential course for teachers, leaders, and parents will give you the confidence you need for helping children get the best from Internet access. Step-by-step instructions will lead you in discovering various kid-friendly Internet features. These include web page creation with easy-to-use templates and examples, kid-safe searches, fun resources for kids; and the many communication possibilities for schools, clubs, teacher networks, and even extended families. This course includes lessons for you, the adult, but also features printable instruction sheets that can be used directly with the young people you work with. The activities are informative, interactive, and fun; and, most importantly, will help you and your kids use the Internet to its fullest potential. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.
Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189281
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189281
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189281
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189281
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189281

0- Ready, Set, Read! – Course Number: CEWWW 1780

Learn what the newest research says about how children really learn to read and write and become a powerful guide to literacy development when you work with young children. Gain confidence in your ability to guide a child's literacy development, and take pleasure in seeing how even the littlest events can be really big steps in reading and writing success. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.
Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189282
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189282
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189282
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189282
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189282

0- Singapore Math Strategies: Model Drawing for Grades 1-6 – Course Number: CEWWW 1785

In this professional development course for teachers, you'll get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context. As a teacher, you know that many students groan when it's time to solve word problems. Why is that? Are the problems too difficult? Do students get lost trying to decipher the wording or figure out the computation? Do they simply not know which strategy to use? Actually, it's a combination of all these issues. Luckily, model drawing, a Singapore Math strategy for working word problems, will help your students start to enjoy math in a way they may never have before. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.
Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189283
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189283
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189283
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189283
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189283

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0-Teaching Students with Autism- Success Strategies – Course Number: CEWWW 1790

Just 20 years ago, we didn't see students with autism in our classrooms. But today, we teach children with high-functioning autism and Asperger's Syndrome right alongside their neurotypical peers. Reaching and teaching these students requires a delicate balancing act: understanding how their brains are wired, helping them turn challenges into opportunities, and learning to enjoy the rich perspective they bring to the classroom. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.
Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189284
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189284
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189284
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189284
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189284

0- Teaching Writing: Grades 4-6 – Course Number: CEWWW 1795

In this teacher-training course, you'll learn from an experienced educator how to motivate and assist developing writers. You'll master strategies for teaching the writing process and find out how to develop engaging lessons for different writing applications. We'll explore the benefits of writing across the curriculum, examine ways to organize your writing instruction, and uncover the secrets of effective assessment. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.
Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189285
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189285
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189285
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189285
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189285

0-Working Successfully with Learning Disabled Students – Course Number: CEWWW 1800

Learn how to successfully meet the diverse needs of the learning disabled students in your classroom from an experienced special educator. We'll dissect the whole special education process, from working with individualized education programs (IEPs) to helping students struggling with reading comprehension, math skills, and writing. Empower yourself by discovering easy, practical, and creative strategies that you can use to help your struggling students to find their light bulb moments! For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.
Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189286
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189286
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189286
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189286
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189286

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0-Creating Web Pages – Course Number: CEWWW 2021

Create and post your own Web site on the Internet in this extensive, hands-on, six week workshop. First, you'll learn about the fundamentals of web design. Then you'll plan the content, structure and layout of your Web site, create pages full of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, tables, hot buttons, and animation. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.

Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189290

Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189290

Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189290

Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189290

Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189290

0-Creating Web Pages 2 – Course Number: CEWWW 2022

Are you using HTML to its fullest potential? In this practical, project-oriented course, you'll discover how you can use tables to create fresh, innovative, and unconventional arrangements of text, colors and graphics. You'll become skilled at incorporating audio into your site, and you'll find out how frames can improve site navigation and turn otherwise drab pages into stunning works of art. Find out how to make your site more interactive through the use of forms, and learn how formatting your pages with Cascading Style Sheets can literally save you hours of time and effort. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.

Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189291

Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189291

Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189291

Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189291

Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189291

Henry Ford Community College – Center for Lifelong Learning (CL2) Online Courses Approved for Michigan State Board CEUs, August -- December 2009

0-Designing Effective Websites – Course Number: CEWWW 2085

What makes an effective Web site? Page layout, navigation, aesthetics, color, typography, readability, graphics, multimedia, interactivity, and animation all play a part in creating a satisfying experience for your visitors. However, in order to create a durable Web site, you'll also need to structure your site so that you communicate your ideas clearly and in the most effective manner possible. This course will help you become familiar with good user interface design techniques that will allow your visitors to navigate your site with ease. You'll also understand how users read on the Web and the characteristics of effective Web writing. You'll learn important graphic design principles and how to use a variety of tools to enhance your pages. If you're already designing Web sites, this course will take your works to the next level. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.

Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189293

Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189293

Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189293

Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189293

Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189293

0-Everyday Math – Course Number: CEWWW 5030

Math can be incredibly useful - but only if you understand how and when to apply it in your everyday life. You'll learn how to calculate percentages, including the proper amount to pay in tips, commissions, taxes, and discounts. You'll find out how to calculate interest rates and you'll develop a better understanding of mortgages, credit cards, and other types of loans. You'll discover a handy method for converting one type of measurement to another, and you'll be able to calculate areas correctly. You'll become adept at interpreting graphs, calculating the probability that something will (or won't) happen, and understanding the statistics embedded in test results, polls, and even news stories. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.

Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189314

Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189314

Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189314

Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189314

Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189314

Henry Ford Community College – Center for Lifelong Learning (CL2) Online Courses Approved for Michigan State Board CEUs, August -- December 2009

0-Research Methods for Writers – Course Number: CEWWW 5239

Learn how to efficiently and effectively conduct research for any writing project: fiction, nonfiction, business . . . even term papers and dissertations. Research has progressed far beyond a visit to the library. Today, myriad sources provide almost anything a writer might need to know on any subject. Learn how to identify and access every information source imaginable. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course. Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189320
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189320
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189320
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189320
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189320

0-Writing for Children – Course Number: CEWWW 5240

Discover how you can touch the hearts of children by creating books for them. In this highly interactive, hands-on course, you'll take pen to paper and begin work on your first fiction or nonfiction manuscript. In the process, you'll explore the changing world of children's literature and understand the various formats--from baby's first books to novels for young adults. By researching the genre and recognizing niche players, you'll open doors of opportunity, many of which you may not have previously considered. By the time you finish this course, you'll have all the tools and resources you'll need to continue to grow as a writer for children. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course. Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189321
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189321
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189321
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189321
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189321

0-Big Ideas in Little Books – Course Number: CEWWW 5258

Increase student performance on standards important to your district by learning how to develop your own work books, lab manuals, booklets, activity kits, visual aids, and manipulatives targeting those standards. The instructor--a former K-12 teacher who is also the author and developer of over 50 products for the educational market--will walk you step-by-step through the process of creating a wide variety of instructional materials. You'll also learn how to profit from your ideas by offering the products you develop for sale through catalogs, stores, and trade shows. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course. Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189331
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189331
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189331
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189331
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189331

Henry Ford Community College – Center for Lifelong Learning (CL2) Online Courses Approved for Michigan State Board CEUs, August -- December 2009

0-A to Z Grant Writing – Course Number: CEWWW 5300

A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to get grant funding! You'll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You'll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant writing campaign, and how to put together a complete proposal package. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.
Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189341
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189341
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189341
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189341
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189341

0-Writing Effective Grant Proposals – Course Number: CEWWW 5301

Preparing successful grant proposals to receive funding from corporations or foundations requires careful research, meticulous preparation, and graceful writing. Grant administrators tell us that many grant requestors have no real understanding of the proposal writing process and as a result, their worthy causes lose out. If you learn how to avoid the errors that lead to the rejection of your proposal, you will be better prepared to help the causes you most admire. This course will walk you through all of the essential steps--including an important discussion of what you must do when the grant arrives! For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.

Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189342
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189342
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189342
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189342
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189342

Henry Ford Community College – Center for Lifelong Learning (CL2) Online Courses Approved for Michigan State Board CEUs, August -- December 2009

0-Advanced Grant Proposal Writing – Course Number: CEWWW 5302

Do you know the best way to present information in a grant proposal? In this course, an experienced grantwriter will show you how to research and write winning proposals that get funded. Learn what to do--and, more importantly what not to do--on every part of your proposal. Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. You'll become expert at ferreting out corporate, foundation, and government grantmakers, and you'll know how to tailor your responses to information found in the peer review criteria. You'll also discover a number of significant finishing touches that can give your project the edge over others. You'll know the best type of paper to use, which buzzwords to include, which fonts work best, and which types of graphics and formatting techniques will make your proposal more competitive. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course. Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189343
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189343
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189343
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189343
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189343

0-Solving Classroom Discipline Problems – Course Number: CEWWW 6064

Why do some teachers enjoy peaceful, orderly classrooms while other teachers face daily discipline battles? The answer is that many teachers have not been taught the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course. Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189371
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189371
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189371
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189371
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189371

0-Microsoft PowerPoint 2003 in the Classroom – Course Number: CEWWW 6066

Discover the exciting possibilities of using PowerPoint for--and with--your students. You'll master a variety of uses for PowerPoint in the classroom, and you'll be able to create compelling lessons and presentations filled with text, graphics, sound, and video. You'll be able to use PowerPoint templates or create your own dynamic presentations that will increase interest in any subject you teach. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course. Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189372
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189372
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189372
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189372
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189372

Henry Ford Community College – Center for Lifelong Learning (CL2) Online Courses Approved for Michigan State Board CEUs, August -- December 2009

0-Using the Internet in the Classroom – Course Number: CEWWW 6068

Harness the power of the Internet to make your textbooks and lessons come alive! Teach your students how to locate and evaluate Internet resources. Improve the caliber and amount of discussion through the use of e-mail and discussion boards. Learn how to safeguard your students and their personal information while they are using the Internet. The Internet can make teaching easier--this course will show you how. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.
Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189373
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189373
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189373
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189373
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189373

0-The Classroom Computer – Course Number: CEWWW 6070

Discover how the classroom computer can ignite a desire for learning in your students! You'll discover a wide variety of simple, field-tested techniques guaranteed to unleash the power of the computer throughout your curriculum. Simple classroom management ideas will help you maximize your classroom time for learning. You'll also discover powerful ideas and interesting web sites that you can immediately use to enhance your language arts, math, science, and social studies curriculum. You will discover pointers on using email and the Internet effectively to increase your students' understanding and learning in all content areas. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.
Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189374
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189374
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189374
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189374
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189374

0-Accounting Fundamentals 1 – Course Number: CEWWW 6071

Are you a K-12 Administrator, or possibly filling in temporarily? Increase your financial and budgetary skills as you learn basic bookkeeping, how to analyze and record financial transactions, and prepare various financial reports at the end of the fiscal period. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. We'll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.
Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189375
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189375
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189375
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189375
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189375

Henry Ford Community College – Center for Lifelong Learning (CL2) Online Courses Approved for Michigan State Board CEUs, August -- December 2009

0-Speed Spanish – Course Number: CEWWW 6080

Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish *pronto*. You'll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you'll be able to go into any Spanish speaking situation and converse in Spanish. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.
Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189379
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189379
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189379
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189379
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189379

0 – Speed Spanish II – Course Number: CEWWW 6081

Have you ever seen a non-native speaking Spanish fluently? Would you like to become more conversational and more comfortable in Spanish-speaking situations? Now you can. You'll see words, hear them pronounced properly, and be granted plenty of opportunities to practice your pronunciation. Then, you'll learn several clever recipes that you can use to glue the words together into sentences. Enroll in Speed Spanish II, and you'll see an immediate improvement in your Spanish fluency from the very first lesson. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.
Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189380
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189380
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189380
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189380
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189380

0-Speed Spanish III – Course Number: CEWWW 6082

Master your ability to speak, understand, and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series. In this advanced-level course, you'll learn the final six recipes that will serve as templates to help you create any Spanish sentence you want. Guided practice will include lots of new vocabulary, pronunciation, and speed drills, as well as in-depth study of Spanish parts of speech to help you speak and understand Spanish in a snap. The goal of this course is not just learning the recipes—it's also to help you use them spontaneously so that you'll never be at a loss for words! For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.
Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189381
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189381
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189381
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189381
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189381

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0-Microsoft Word 2003 in the Classroom – Course Number: CEWWW 6084

This course is vital for today's teachers who have to produce and achieve so much in so little time. Discover how to turn this dynamic program into a launching pad for creative lesson plans and engaging classroom activities. You'll learn to create, open, edit, and save documents, as well as create tabs and margins, change alignment and line spacing, add clip art and tables, and complete a host of other exciting tasks. As you get more familiar with this program, you'll likely find that it enhances your teaching in ways you didn't think possible. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.
Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189383
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189383
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189383
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189383
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189383

0-Microsoft Excel 2003 in the Classroom – Course Number: CEWWW 6086

This unique online workshop is packed full of tips, shortcuts, and lesson plan ideas just for teachers who want to bring the power of Excel into their classrooms, both as an organizational tool and as a teaching aid. You'll learn all the important Excel basics: Using the toolbars, formatting cells and worksheets, inserting formulas for addition, subtraction, multiplication, and division, and creating colorful charts and graphs. Then you'll move on to some more advanced Excel features: Sorting and analyzing student test data, writing powerful mathematical formulas, and using the Function Wizard to automatically calculate student averages and other statistics. You'll finish up the course by creating a fully customizable grade book that you use in your own classroom. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.
Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189384
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189384
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189384
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189384
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189384

Henry Ford Community College – Center for Lifelong Learning (CL2) Online Courses Approved for Michigan State Board CEUs, August -- December 2009

0- Solving Classroom Discipline Problems II – Course Number: CEWWW 6094

Deal effectively with serious discipline problems and help even the most challenging students you're teaching make more responsible choices. You'll learn how to use a new research-based six-step approach to solve severe and chronic discipline problems such as bullying, fighting, using abusive language, stealing, and refusing to work. We'll look at numerous real-life examples set in elementary, middle, and high school classrooms so you can see how to put the ideas into action in your own teaching situation. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.

Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189390

Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189390

Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189390

Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189390

Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189390

0- Microsoft Excel 2007 in the Classroom – Course Number: CEWWW 6110

Learn the basics of Microsoft Excel 2007 in this professional development course for teachers, and get the training every teacher needs for using and teaching this powerful program effectively in the classroom. You'll master Excel terminology; how to use tabs; how to sort data; how to insert formulas for addition, subtraction, multiplication, and division; how to create colorful charts and graphs; and much more! Throughout the course, we'll explore standards-based lesson plans and activities that will allow you to pass your Excel knowledge on to your students, no matter what their grade level. By the end of this course, you'll have a solid understanding of the basic functions of Excel, and a wealth of ideas for integrating this powerful technology into your lesson plans across your curriculum. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.

Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189394

Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189394

Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189394

Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189394

Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189394

Henry Ford Community College – Center for Lifelong Learning (CL2) Online Courses Approved for Michigan State Board CEUs, August -- December 2009

0- Microsoft Word 2007 in the Classroom – Course Number: CEWWW 6115

Mastering Microsoft Word can make you a more productive and creative teacher. You'll learn how to create, open, edit, and save documents, as well as how to create tabs, margins, and spacing. Then you'll make your classroom documents come to life. You'll add borders, clip art, and WordArt. You'll even insert shapes, pictures, tables, and complete a host of other exciting tasks that you can teach your students. As you get more familiar with this program, you'll find that it enhances your teaching in ways you didn't think possible, and you'll have a host of ideas for curriculum-related classroom projects. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.

Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189395
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189395
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189395
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189395
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189395

0-Fundamentals of Supervision & Management – Course Number: CEWWW 6202

Learn how to be an effective manager or supervisor. Master the basics of business and organizations, learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.

Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189398
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189398
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189398
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189398
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189398

0-Leadership – Course Number: CEWWW 6205

Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. Even if you don't hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.

Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189401
Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189401
Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189401
Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189401
Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189401

Henry Ford Community College – Center for Lifelong Learning (CL2) Online Courses Approved for Michigan State Board CEUs, August -- December 2009

0-Mastery of Business Fundamentals – Course Number: CEWWW 6208

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program. You'll understand the significance of strategic planning and discover how external and internal environmental factors affect an organization. You'll learn about various organizational structures and determine how to use leadership, motivation, and control for maximum impact. You'll master the fundamentals of accounting and increase your knowledge about key financial terms, cash flow management, financial statements, and cost control. You'll also discover various financial investment models and you'll learn the basics of financial planning and budgeting methods. You'll even understand the basic principles of business law, contracts, and the principal-agency relationship. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.

Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189404

Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189404

Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189404

Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189404

Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189404

0- Handling Medical Emergencies – Course Number: CEWWW 7890

Medical emergencies occur suddenly and with little warning. Would you know how to confidently react if someone needed your help? What would you do while you're waiting for medical help to arrive? This course will identify common medical emergencies affecting children and adults, help you recognize signs and symptoms, and teach you how to render appropriate emergency care. For adults, you will learn how to recognize and manage chest pain, heart attack, stroke, diabetic problems, seizures, breathing difficulty, burns, and allergic reactions. For children, you will also learn about poisoning, fever, childhood illnesses, injuries from accidents, and the signs of abuse. For additional course information visit our Online Instruction Center at www.ed2go.com/hfcc. This is an 8-week Ed2Go Online Course.

Course Fee: \$81 Dearborn Resident/\$90 Non-Resident.

Course Dates:

Begin Date 08/19/09 – End Date 10/19/09 ---- Section # 189413

Begin Date 09/16/09 – End Date 11/16/09 ---- Section # 189413

Begin Date 10/21/09 – End Date 12/21/09 ---- Section # 189413

Begin Date 11/11/09 – End Date 01/11/10 ---- Section # 189413

Begin Date 12/09/09 – End Date 02/08/10 ---- Section # 189413