Course Outline Template Guidelines For Writing Course

The BDA Guide to Successful Brickwork is the definitive practical guide to obtaining successful results in brickwork construction. Written by a team of experts from the Brick Development Association, the representative group in industry for brickwork construction, this best-selling text has now been brought fully in line with the latest British and European Standards, including the requirements of the new European Standard for Bricks EN771-1, to ensure readers are receiving the most up-to-date and accurate information available in the field. Based on actual teaching practice, the book is highly illustrated throughout to increase accessibility of the text for the reader in its exploration of the practical aspects of brickwork. It also includes an extensive glossary of brickwork terms for ease of reference. The third edition contains new material detailing recent innovations in brickwork, in the areas of components, systems and techniques, which includes the development of thin-joint techniques for both brickwork and blockwork. Students following NVQs and Construction Awards in Trowel Occupations (bricklaying route, at Foundation, Intermediate and Advanced level) from CITB, will find this book to be an invaluable source of information which will accompany them throughout their studies. The textbook has additional relevance to BTEC National and Higher Nationals in Construction, as well as GNVQ Intermediate and AVCE Construction and Built Environment courses. Building professionals concerned with the design, detailing and specification of brickwork will also find The BDA Guide to be an essential reference. * Updated throughout in line with the new European Standard for Bricks EN 771-1 * Written by a team of experts from the Brick Development Association (BDA) - the representative group in industry for brickwork construction * Highly illustrated to show key brickwork techniques in practice

This trainers guide was borne out of indicative results of needs assessments of medical trainers who are subject specialists but have minimal skills in executing curricula into classroom teaching and learning. The learning material in this guide is designed and developed using principles of problem-based learning. It offers practical suggestions on lesson planning, classroom and laboratory activities and presentation templates applicable to competency training. The development of numerous professional and positive life skills can be attributed to problem-based learning. These skills include: communication, professional values and ethics, teamwork, reflective practice, self-regulation, self-responsibility, self-drive, independent and life-long learning. This guide has been designed to incorporate teaching and learning methods that develop these skills.

Loved by students for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for learning Microsoft Excel 2013 regardless of your experience level. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Excel 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft Word 2013 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Word 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

All teaching institutions recognise the need to make continual improvements in the quality of teaching and learning. But how, in the resource-constrained environments of universities, can quality be improved without increasing resources to fund it? The governing body at the University of New South Wales gave its president and vice-chancellor three years to find a way to do just that in the area of student assessment. Improving Assessment in Higher Education offers a wealth of detail on this innovative project which aimed to improve the efficiency of student assessment while maintaining and improving its quality.

Written by one of the leading experts in content managementsystems (CMS), this newly revised bestseller guides readers through the confusing-and often intimidating-task of building, implementing, running, and managing a CMS. Updated to cover recent developments in online delivery systems, as well as XML and related technologies, Reflects valuable input from CMS users who attended the author's workshops, conferences, and courses. An essential reference for anyone involved in information delivery systems on how to plan and implement a system that can handle large amounts of information and help achieve an organization's overall goals.

This guide for elementary science teacher educators outlines the theory, principles, and strategies they need to know in order to plan and carry out instruction for future elementary science teachers, and provides classroom examples anchored to those principles. The book is grounded in the theoretical framework of pedagogical content knowledge (PCK).

"This is our THIRD school improvement plan! Why aren't we seeing any results?" "We have all of this data, but we don't know what to do with it!" "What does this workshop have to do with the goals we set for our school? Many of today's school leaders have all the latest tools, techniques, and programs for school improvement. Unfortunately, some leaders fail to create real, sustainable results for their schools because they use one or two "flavor-of-the-month" strategies without connecting all the pieces together for real improvement. In Align the Design: A Blueprint for School Improvement, Nancy J. Mooney and Ann T. Mausbach emphasize the importance of coordinating essential school improvement processes to increase staff capacity, improve student achievement, and develop effective schools. The authors show school leaders how to use "power tools" to "Develop effective curriculum *Make the most of their school's data "Create
successful school improvement plans *Implement valuable professional development sessions and workshops *Use efficient supervisory techniques *Foster leadership for school improvement Each chapter includes personal reflections from the authors and lists of touchstone texts that have inspired their efforts. At a time when school leaders are trying to translate urgent calls for higher achievement into actions that work, Align the Designprovides expert guidance and practical tools that will help educators work more purposefully together to create better schools for their students. This book presents the knowledge base of college teaching in a user-friendly, easy-to-read, yet well-researched format. From sample syllabi to the creation of an effective grading scale, this book covers critically important aspects of organizing and teaching your curriculum.

Here’s how to open your own genealogy, family history journalism, or personal history business. This includes a genealogy course template and instruction on how to start and operate a home-based business working with personal and oral histories, genealogy, family history, and life story writing. You also learn how to interview people, what questions to ask, and how to put together a business and/or a course or book on any aspect of genealogy around the world, journalism, writing, personal history, and life story writing. Start your own course using the genealogy course template to inspire you to develop your own specialties and niche areas. Work with almost any ethnic group, and create businesses ranging from DNA-driven genealogy reporting services to family history, memoirs writing, or personal history videography services. Use social history to find information such as female ancestors’ maiden names that had not been recorded using hidden and niche areas of information, including ethnic, religious, and institutional sources such as widows’ military pension applications. Develop genealogy and personal history classes anywhere. You’ll make history. To start, first you need to create a course syllabus—either to teach beginners genealogy or to train professionals in other fields to use personal history techniques to find hidden information, or organize information for the reports you generate for your clients or family. You’ll learn how to write social history by using genealogy journalism resources, find hidden records, and market your own course or write your book or report in many different areas of personal history and genealogy journalism. Make family tree charts. Start your own business, club, franchise, or course.

Essential reading for online instructors, updated to cover new and emerging issues and technologies The Online Teaching Survival Guide provides a robust overview of theory-based techniques for teaching online or technology-enhanced courses. Covering all aspects of online teaching, this book reviews the latest research in cognitive processing and related learning outcomes while retaining a focus on the practical. A simple framework of instructional strategies mapped across a four-phase timeline provides a concrete starting point for both new online teachers and experienced teachers designing or revamping an online course. Essential technologies are explored in their basic and expanded forms, and traditional pedagogy serves as the foundation for tips and practices customized for online learning. The tips cover course management, social presence, community building, integration of new technologies, discussion and questioning techniques, assessment, and debriefing, along with new coverage of intensive or accelerated courses, customizing learning strategies, developing expertise, advanced course design, and assessment techniques exclusive to this new second edition. The theory and techniques of successful online teaching can be significantly different from those used face-to-face. With more and more classes being offered online, this book provides a valuable resource for taking your course to the next level. Understand the technology used in online teaching Learn specialized pedagogical tips and practices Examine new research on cognition and learning Adopt a clear framework of instructional strategies The explosion of online learning has created a demand for great online teachers. Increasingly, faculty who normally teach face-to-face are being asked to cover online courses—yet comprehensive pedagogical resources are scarce. The learning curve is huge, and faculty need a practical approach to course design and management that can be quickly and easily implemented. The Online Teaching Survival Guide provides that essential resource, with a customizable framework and deeper exploration of effective online teaching.

In this new book from the author of e-Learning on a Shoestring and Better than Bullet Points, Jane Bozarth has gathered a wealth of tools from leading training practitioners. Anyone—from the interested manager to the experienced training professional—can depend on this book when designing or delivering training. This single book contains all the valuable tools of the trade: worksheets for assessing training needs and writing goals and objectives; checklists for organizing the venue; and tools for analysis and structuring content. This remarkable resource also includes instant evaluation and measurement surveys, which can be customized freely from the companion website. In addition, Bozarth includes a wealth of invaluable advice for trainers at all levels on how to make effective use of props, staying energized, marketing training programs, and other things they don’t tell you in train-the-trainer courses.

In this valuable resource, experts share deep knowledge including practical “how-to” and preventive trouble-shooting tips. Instructors will learn about course design and development, instructional methods for online teaching, and student engagement and community building techniques. The book contains successful teaching strategies, guidance for facilitating interactions and responding to diversity, and assessments, as well as future directions for online learning. With many field-tested examples and practice assignments, and with voices from students, teachers, and experts, this book arms instructors and administrators with the tools they need to teach effective and empowering online courses. This one-stop resource addresses all of the core elements of online teaching in terms that are universally applicable to any content area and at any instructional level. “A rare book in education: one that is not only highly useful but also intellectually coherent and based on robusta”, transferable principles of learning and teaching. All educators—in online environments and in brick-and-mortar schools—will find this an invaluable resource.” —From the Foreword by Grant Wiggins “We now know we can get increased participation with online tools to make thinking more visible and switch the traditional delivery of instruction to personalize learning. While it is inevitable that online learning will become an important skill for everyone, the ideas, concepts, strategies, design elements, and tools in the book by Thormann and Zimmerman can also be
applied to blended learning.” —Alan November, Senior Partner and Founder, November Learning “The authors of this book have created an excellent resource for anyone interested in becoming an online instructor or improving his or her skills in online teaching. The authors share a wealth of step-by-step activities, examples of assignments and teaching strategies that will guide both novice and experienced teachers as they expand their skills into the online realm. Even as a ‘veteran’ online instructor the book provided me with new ideas to try in my next online class.” —Sam Gladstein, Coordinator, Edmonds eLearning Program at Edmonds School District, WA “Cheers to Thormann and Zimmerman for providing a must-read for online teaching. This clear and practical guide takes the instructor from design to implementation of online courses. The authors remove the anxiety about online teaching for those thinking about on-screen instruction, and provide new thinking and examples for those already immersed in it. It is a great guide for those entering the field and a superb resource for those actively engaged in it.” —Anthony J. Bent, Chairman, Global Studies-21st Century Skills Committee of the Massachusetts Association of School Superintendents Book Features: The building blocks necessary to create a successful online course. The know-how of long-time online instructors. Models for Skype conferencing with groups of students. Templates for course building, including sample assignments, activities, assessments, and emails. Detailed treatment of diversity in the online environment Joan Thormann is professor in the division of Technology in Education at Lesley University, Cambridge, Massachusetts. She edits a column on technology and special needs for Learning and Leading with Technology. Isa Kaftal Zimmerman is the principal of IKZ Advisors in Boston, Massachusetts, an educational consulting firm serving educators and stakeholders in the Science, Technology, Engineering, and Mathematics (STEM) fields. AJN Book of the Year 2008! Turn to this team of expert nurse educators for down-to-earth, practical guidance on the common concerns and problems faced by new teachers in the classroom. Whether you have questions about teaching and learning principles, the technical aspects of planning a course, managing a classroom, or evaluating learning, you’ll find the answers here. You’ll even find advice on professional issues in the higher education setting and strategies for a successful career. In the current educational environment, there has been a shift towards online learning as a replacement for the traditional in-person classroom experience. With this new environment comes new technologies, benefits, and challenges for providing courses to students through an entirely digital environment. With this shift comes the necessary research on how to utilize these online courses and how to develop effective online educational materials that fit student needs and encourage student learning, motivation, and success. The optimization of these online tools requires a deeper look into curriculum, instructional design, teaching techniques, and new models for student assessment and evaluation. Information on how to create valuable online course content, engaging lesson plans for the digital space, and meaningful student activities online are only a few of many current topics of interest for promoting student achievement through online learning. The Research Anthology on Developing Effective Online Learning Courses provides multiple perspectives on how to develop engaging and effective online learning courses in the wake of the rapid digitalization of education. This book includes topics focused on online learners, online course content, effective online instruction strategies, and instructional design for the online environment. This reference work is ideal for curriculum developers, instructional designers, IT consultants, deans, chairs, teachers, administrators, academicians, researchers, and students interested in the latest research on how to create online learning courses that promote student success. First Published in 2010. Routledge is an imprint of Taylor & Francis, an informa company. Essentials of Online Course DesignA Standards-Based GuideRoutledge In today’s globalized world, professional fields are continually transforming to keep pace with advancing methods of practice. The theory of adult learning, specifically, is a subject that has seen new innovations and insights with the advancement of online and blended learning. Examining new principles and characteristics in adult learning is imperative, as emerging technologies are rapidly shifting the standards of higher education. The Handbook of Research on Adult Learning in Higher Education is a collection of innovative research on the methods and applications of adult education in residential, online, and blended course delivery formats. This book will focus on the impact that culture, globalization, and emerging technology currently has on adult education. While highlighting topics including andragogical principles, professional development, and artificial intelligence, this book is ideally designed for teachers, program developers, instructional designers, technologists, educational practitioners, deans, researchers, higher education faculty, and students seeking current research on new methodologies in adult education. Complementing the second edition of The Parallel Curriculum, this guide offers workshops, scripts, agendas, activities, and more for facilitating professional development on the Parallel Curriculum Model. fluency in Distance Learning offers a practical, hands-on, workshop style approach to creating an effective distance learning course. Full of specific ideas and strategies, the authors guide you through the process from beginning to end. Specific instructions are provided for setting up a course home page, developing interactive content, and utilizing a variety of multimedia resources. Fluency in Distance Learning distinguishes itself from other publications on distance learning with its straightforward, practical workshop format. Specific strategies and examples of effective distance learning course materials help instructors to build a quality distance learning course quickly and effectively regardless of the learning management system being used. A companion website contains multimedia files and interactive exercises to enhance the reader’s learning and understanding of distance learning pedagogy and content development for online courses. In addition, all the necessary media files for trainers to deliver a series of professional development workshops on distance learning, are also available. This is the long-awaited update on the bestselling book that offers a practical, accessible reference manual for faculty in any discipline. This new edition contains up-to-date information on technology as well as expanding on the ideas and strategies presented in the first edition. It includes more than sixty-one chapters designed to improve the teaching of beginning, mid-career, or senior faculty members. The topics cover both traditional tasks of teaching as well as broader concerns, such as diversity and inclusion in the classroom and technology in educational settings. A Curriculum Guide for Middle Leaders is a comprehensive guide to the curriculum for middle leaders and subject leaders. Designed to support middle leaders in both primary and secondary schools, it explores every aspect of successful curriculum leadership beginning with intent and moving on to cover implementation and impact. It is closely aligned to the new inspection framework and demystifies key terminology including selection, sequencing, progression, and interleaving. Written in an accessible Q&A format, the book equips readers
with the tools and the knowledge they need to construct an imaginative and effective subject curriculum, and prepares them to take part successfully in ‘deep dives’. There are also templates and practical tools drawn from good practice across the country that can be easily adapted for individual subjects and schools. Addressing the key concerns of both experienced leaders and those new to the role, this essential resource encourages readers to think deeply about the curriculum and how it is taught, enabling them to make a significant contribution to whole school improvement.

A Guide to Online Course Design offers faculty and professional staff a practical and easy-to-follow model for creating exceptional online courses that focuses on quality standards in instructional design, transparency in learning outcomes, and learner persistence. A comprehensive resource, the book includes effective, research-based instructional strategies to motivate online learners and help them become more self-directed. A Guide to Online Course Design emphasizes quality standards and removing barriers to learners’ persistence, which ensures online courses meet the needs of online learners as well as distance education initiatives. “All faculty members and course designers, regardless of experience level, content background, or technology skills, can benefit from applying the approaches defined in this book. The authors have imparted a wealth of knowledge that can improve the quality of any online class and I highly recommend this book for all those involved with online learning.” - Anton G. Comarota, faculty, University of Denver “Anyone involved in developing online courses should read this book! Packed with great insights and the research to back them up, Stavredes and Herder guide readers with practical information on how to design online course development.” - Brenda Boyd, director of professional development and consulting, Quality Matters Program “The blend of theory and application makes A Guide to Online Course Design and indispensable resource for any professional seeking to create high quality, outcomes-based learning experiences. I loved the action steps that close each chapter, as they lead the reader through the entire process of course design from analysis to implementation.” - Kathe Kacheroski, dean of curriculum and instruction, Rasmussen College

Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft Access 2013 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Access 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

"This book addresses the connection between human performance and instructional technology with teaching and learning, offering innovative ideas for instructional technology applications and elearning"--Provided by publisher.

In spite of the proliferation of online learning, creating online courses can still evoke a good deal of frustration, negativity, and wariness in those who need to create them. The second edition of Essentials of Online Course Design takes a fresh, thoughtfully designed, step-by-step approach to online course development. At its core is a set of standards that are based on best practices in the field of online learning and teaching. Pedagogical, organizational, and visual design principles are presented and modeled throughout the book, and users will quickly learn from the guide’s hands-on approach. The course design process begins with the elements of a classroom syllabus which, after a series of guided steps, easily evolve into an online course outline. The guide’s key features include: a practical approach informed by theory clean interior design that offers straightforward guidance from page one clear and jargon-free language examples, screenshots, and illustrations to clarify and support the text a checklist of online course design standards that readers can use to self-evaluate. a Companion Website with examples, adaptable templates, interactive learning features, and online resources: http://essentialsfonlinecoursedesign.com Essentials of Online Course Design serves as a best practice model for designing online courses. After reading this book, readers will find that preparing for online teaching is a satisfying and engaging experience. The core issue is simply good design: pedagogical, organizational, and visual. For more of Marjorie Vai in her own words, listen to this 2011 interview from the On Teaching Online podcast: http://on teaching online.com/oto-16-essentials-of-online-course-design-with-marfjorie-vai/ This book examines the increased standardization and management of community college course outlines in Ontario and the associated decline in the ability of college professors to effectively educate their students. This practical, step-by-step guide examines the stages of contemplating, planning, and implementing curriculum mapping initiatives that can improve student learning and create sustainable change. Preparing the Educator in Counselor Education is a comprehensive skill development resource for counselor educators looking to engage students, develop curriculum, and provide effective feedback. Chapters fully aligned with the 2016 CACREP standards and grounded in current research discuss topics including pedagogy, identity development, classroom diversity, student engagement, teaching strategies, ethical and legal issues, gatekeeping, and mentoring. The book is replete with guided practice exercises, descriptive commentary, illustrative case studies, and examples from seasoned professionals that provide context, humor, and encouragement.

The Food Safety Handbook: A Practical Guide for Building a Robust Food Safety Management System, contains detailed information on food safety systems and what large and small food industry companies can do to establish, maintain, and enhance food safety in their operations. This new edition updates the guidelines and regulations since the previous 2016 edition, drawing on best practices and the knowledge IFC has gained in supporting food business operators around the world. The Food Safety Handbook is indispensable for all food business operators -- anywhere along the food production and processing value chain -- who want to develop a new food safety system or strengthen an existing one.

Are your virtual training tools ready for a tune-up? You’ve discovered the best way to reach remote audiences without boarding a single plane. And you’ve learned that an effective virtual training program is relatively short, highly relevant, and extremely engaging. Now you need the tried-and-true tools that will make your next program an all-out success. Virtual Training Tools and Templates: An Action Guide to Live Online Learning offers proven resources for delivering top-notch virtual training programs. Make expert trainer Cindy Huggett's professional array of virtual tools your own, and discover new perspectives from a range of training trailblazers. You’ll find their real-world lessons learned and get full access to their secrets of the trade. Starting with a simple four-step process (get started, get ready, get buy-in, and get going), Huggett helps you select the right technology, then offers detailed sections on how to design content, develop programs, and work with both facilitators and producers. And if you’re wondering how to prepare participants and evaluate program results, Huggett does not disappoint. Follow along as she guides you with new and relevant tips, tools, and templates every step of the way. A virtual training pioneer, Huggett wrote this book for you---instructional designers, facilitating trainers, learning coordinators, and training managers. And she continues to experiment with creative techniques and hone her skills so you can jump in with confidence. This complete guide builds on the author's popular The Virtual Training Guidebook---use them together or on their own to delve into Huggett's holistic approach to virtual
In spite of the proliferation of online learning in higher education, creating online courses can still evoke a good deal of frustration, negativity, and wariness in those who need to create them. Essentials of Online Course Design takes a fresh, thoughtfully designed, step-by-step approach to online course development. At its core is a set of standards that are based on best practices in the field of online learning and teaching. Pedagogical, organizational and visual design principles are presented and modeled throughout the book and users will quickly learn from the guide’s hands-on approach. The course design process begins with the elements of a classroom syllabus which, after a series of guided steps, easily evolve into an online course outline. The guide’s key features include: a practical approach informed by theory clean interior design that offers straightforward guidance from page one clear and jargon-free language examples, screen shots, and illustrations to clarify and support the text a Companion Website with examples, adaptable templates, interactive learning features, and online resources a checklist of online course design standards that readers can use to self-evaluate. Essentials of Online Course Design serves as a best-practice model for designing online courses. After reading this book, readers will find that preparing for online teaching is, contrary to popular belief, a satisfying and engaging experience. The core issue is simply good design: pedagogical, organizational, and visual.

Language education and training are an important part of life for some men and women in uniform. Around the globe, police and military personnel are faced with language challenges in their domestic security duties, including interaction with overseas tourists and community members who speak any number of languages. They are also often called upon to manage international roles that require an understanding of languages other than their own, including participating in international policing initiatives and military deployments. Language in Uniform: Language Analysis and Training for Defence and Policing Purposes brings together a collection of papers that reflect the diverse work being done in the often overlooked Language for Specific Purposes (LSP) fields of defence, security and policing. As language learning is increasingly becoming an integral part of life in uniform, this volume extends the theoretical and practical understanding of LSP and acknowledges the ground-breaking work that has been and continues to be done with this approach in language teaching and assessment for defence, security and law enforcement purposes.

When it comes to learning linear algebra, engineers trust Anton. The tenth edition presents the key concepts and topics along with engaging and contemporary applications. The chapters have been reorganized to bring up some of the more abstract topics and make the material more accessible. More theoretical exercises at all levels of difficulty are integrated throughout the pages, including true/false questions that address conceptual ideas. New marginal notes provide a fuller explanation when new methods and complex logical steps are included in proofs. Small-scale applications also show how concepts are applied to help engineers develop their mathematical reasoning.

ASP.NET is the next generation ASP, but it’s not an upgraded version of ASP. ASP.NET is an entirely new technology for server-side scripting. ASP.NET is a part of the Microsoft .NET framework, and a powerful tool for creating dynamic and interactive web pages. ASP.NET is a server side scripting technology that enables scripts (embedded in web pages) to be executed by an Internet server. ASP.NET is a Microsoft Technology. ASP stands for Active Server Pages. ASP.NET is a program that runs inside IIS. IIS (Internet Information Services) is Microsoft’s Internet server. IIS comes as a free component with Windows servers. IIS is also a part of Windows 2000 and XP Professional.

This groundbreaking book offers a down-to-earth resource for the practical application of blended learning in higher education as well as a comprehensive examination of the topic. Well-grounded in research, Blended Learning in Higher Education clearly demonstrates how the blended learning approach embraces the traditional values of face-to-face teaching and integrates the best practices of online learning. This approach has proven to both enhance and expand the effectiveness and efficiency of teaching and learning in higher education across disciplines. In this much-needed book, authors D. Randy Garrison and Norman D. Vaughan present the foundational research, theoretical framework, scenarios, principles, and practical guidelines for the redesign and transformation of the higher education curriculum. Blended Learning in Higher Education Outlines seven blended learning redesign principles Explains the professional development issues essential to the implementation of blended learning designs Presents six illustrative scenarios of blended learning design Contains practical guidelines to blended learning redesign Describes techniques and tools for engaging students Presents a multifaceted model of understanding, which is based on the premise that people can demonstrate understanding in a variety of ways.