LEARNING AND DEVELOPMENT
COURSE DESCRIPTIONS

CERTIFICATE IN ONLINE LEARNING

Creating effective online learning courses and simulations can be a challenge. There are tools and techniques, as well as best practices, that can help those designing and creating online learning content for organizations and institutions of higher education.

This Certificate in Online Learning offered by the National Institute of Online Learning (NIOL) draws upon the lessons learned by the creative, editorial, and technical teams at MindEdge Learning. MindEdge Learning, founded in 1998, has developed online courses and simulations used by hundreds of thousands of students in higher education and the private sector.

This certificate offers instruction on the major models, tools, and techniques in creating and delivering online learning. It reviews the fundamentals of general learning theory and how it can be applied, in practice, to online design and instruction.

Further, the certificate provides a brief survey of the technology employed in online learning, best practices for teaching online, strategies for integrating narrative learning into an educational curriculum, and the basics of developing accessible online learning.

Introduction to Online Learning
Estimated length: 5 hours   0.5 CEUs
Learners who are engaging in online coursework have high expectations for their learning experience. And many institutions try to develop online coursework as a way to reduce cost and control the content of the training, but without regard for the complexities of the technology. This course introduces the major models, tools, and techniques for creating and delivering online learning. It reviews the fundamentals of general learning theory and how it can be applied in practice to online design and instruction.

This course was developed by MindEdge's National Institute of Online Learning (NIOL), which was founded in 2012 with the goal to improve the quality and effectiveness of online learning, especially for adult learners, by promoting best practices and innovation in the field.

Narrative Learning
Estimated length: 5 hours   .5 CEUs
Storytelling and the use of narrative case studies can be a highly effective way to teach. Often, we learn best by doing, and in the context of online learning, "doing" often means utilizing case study and role-playing methods. This course introduces the major techniques and strategies for integrating narrative learning into an educational curriculum. It presents different types of narrative learning and identifies the best means to utilize each. Finally, it explores the efficacy of narrative learning and how it can be applied to online design and instruction.

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Online Learning Accessibility
Estimated length: 2 hours   0.2 CEUs
In developing any online learning material, federal regulations require adherence to specific accessibility standards. Students with disabilities must be given equal access to learn the content. This can be a major road block to an organization trying to develop online coursework. This course covers the basics of online learning accessibility standards and reviews best practices for accessibility.
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Teaching Online
Estimated length: 5 hours   .5 CEUs
Even the most experienced teachers often need help transitioning into the world of teaching online. When you don't meet your student's face-to-face teachers must adjust their tactics and strategies to help them identify struggling students and to ensure students are engaging and learning the material. This course offers a brief survey of the major models, tools, and techniques in teaching online.
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The Technology of Online Learning
Estimated length: 5 hours   0.5 CEUs
The technology of online learning is constantly evolving. Not only is the technology of content presentation becoming more complex, but the delivery, integration, grade syncing, and expanding learning management system markets all add the puzzle. As a developer of online courses, this course seeks to give you the vocabulary and tools you need to ask the right questions and understand the fundamental concepts of technology in online learning. It reviews the key software and hardware options available, and it covers best practices in using technology.

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MICRO-LEARNING FOCUSED ON PRACTICE AND APPLICATION

Many learners want shorter nuggets of content. It can be challenging, however, for instructional designers to fit everything they need to do into five- to seven-minute chunks. If you're not careful, the lessons can end up being mostly teaching, and what gets lost is the chance for learners to practice the skills being taught and the chance to apply the new skills to their own situation.

In this session, you'll walk through a case study of 30 microlessons (built in 30 days) that focus primarily on practice and application. You'll learn how to keep the formal learning part to a minimum so you can give learners a chance to try techniques out for themselves and even apply them to their own lives immediately, before ever even leaving the course. You'll get to see real-life examples of award-winning formats of microlearning, including branching scenarios, skills and drills, games, and application activities. You'll even get a chance to walk through a simple flowchart to help you create your own microlessons.

In this session, you will learn to:
- Focus your microlearning designs on practice and application.
- Pick a narrow, targeted topic that can be explored in a short period of time.
- Design opportunities for students to apply techniques to their own lives.
- Incorporate teaching points throughout an interaction, rather than use the "teach then quiz" model.

MODERN CLASSROOM CERTIFIED TRAINER (MCCT)

The Modern Classroom Certified Trainer (MCCT®) training and certification program prepares instructors at all levels of experience for all aspects of delivering a course using the latest training technologies and approaches.

If you need more information about the MCCT program before purchasing your class enrollment, please visit http://mcctcertified.com/

Facilitating a course in the modern classroom can be an intimidating prospect for those who have never taught before. Even if you have taught before, facilitating a course that involves the use of technology for delivery can be a complex and daunting task.
This course will help you prepare for all aspects of delivering in the modern classroom, including the art of facilitating a learning event, class preparation techniques, course delivery in various modes including asynchronous and virtual delivery, and troubleshooting the technology required in the modern classroom.

This course also covers the objectives to help students prepare for the Logical Operations Modern Classroom Certified Trainer (MCCT) Exam MCC-210.

Lesson 1: Introducing the Modern Classroom

Topic A: Delivery Modalities
Topic B: Snapshot of Classroom Environments

Lesson 2: Facilitating a Learning Event

Topic A: Initiate a Class
Topic B: Manage Learners
Topic C: Finalize a Class

Lesson 3: Delivering a Modern Training Event

Topic A: Conduct a Modern Class
Topic B: Conduct a Face-to-Face Class
Topic C: Conduct a Remote Synchronous Class
Topic D: Conduct a Mixed Class
Topic E: Conduct an Asynchronous Class

Lesson 4: Preparing for Delivery

Topic A: Prepare Content for Delivery
Topic B: Plan for Event Delivery
Topic C: Set Up the Classroom

Lesson 5: Troubleshooting the Modern Classroom

Topic A: Resolve Common Technical Problems
Topic B: Resolve Virtual Classroom-Specific Issues
Topic C: Prepare for Potential Facility-Related Issues

CFTEA Modern Classroom Certified Trainer (MCCT2015) Exam MCC-110

Exam Information
Candidate Eligibility:
In order to take Logical Operations' *Modern Classroom Certified Trainer (MCCT2015)* exam, candidates must attend a two-day instructor development workshop with MCCT exam prep. After completing the workshop, candidates must complete all asynchronous coursework assigned during the workshop and be approved to take the MCCT2015 exam by CFTEA's Executive Director.

Exam Prerequisite
In addition to meeting the candidate-eligibility requirements for the MCCT2015 exam, candidates should
have some previous experience training adult learners in the use of software applications or in other computing or information technology subjects.

Exam Specification
Number of Items: 46 **Duration**: 75 minutes **Exam Options**: Online (Castle Worldwide)
Item Formats: Multiple Choice/Multiple Response/True-False

Exam Description
Target Candidate:
This exam is designed for training professionals who teach CFTEA courses in a variety of live, virtual, and blended environments.

Domain	% of Examination
1.0 Identifying How People Learn	9%
2.0 Preparing for Class	13%
3.0 Delivering a Course	22%
4.0 Evaluating Instructional Effectiveness	13%
5.0 Instructing at a Distance	22%
6.0 Instructing Asynchronously	9%
7.0 Developing as a Trainer	12%
Total	**100%**

Objectives:
Domain 1: Identifying How People Learn
- **Explain the General Underlying Principles of Learning Theories and Models**
- **Identify Components of Effective Technical Training**

Domain 2: Preparing for Class
- **Prepare the Learning Environment**
- **Navigate and use Courseware Components**
- **Make the Course Your Own**

Domain 3: Delivering a Course
- **Present Course Content**
- **Manage the Learning Environment**
- **Communicate Effectively**
- **Manage Questions and Answers**
- **Enhance the Classroom Experience with Graphics and Multimedia**

Domain 4: Evaluating Instructional Effectiveness
- **Obtain Course Feedback**
- **Evaluate Student Learning**
- **Support Job Performance**

Domain 5: Instructing at a Distance
- **Identify Software Requirements for Distance Learning**
- **Identify Hardware Requirements for Distance Learning**
- **Identify the Benefits and Challenges of Distance Learning**
- **Make Pre-class Arrangements**
- **Deliver a Distance Learning Course**

Domain 6: Instructing Asynchronously
- **Prepare for Asynchronous Learning**
- **Facilitate Asynchronous Learning**

Domain 7: Developing as a Trainer
- **Stay Fresh**

- **Grow Your Career**
- **Sharpen Your Skills**

Continuing Education Requirements

While the *Modern Classroom Certified Trainer* certification does not expire, to ensure that your qualifications remain up-to-date with current trends in instruction and content-delivery technology, CFTEA recommends that you retake the *Modern Classroom Certified Trainer* exam whenever it is updated. CFTEA updates the exam at least every three years.

SKILLS AND TIPS FOR RUNNING A SUCCESSFUL CFT WEBCOURSE

Teaching a class in a webinar format takes a unique set of skills that can vary from the skills required in a live training session. Attend this program and learn about those skills, including class and material preparation, communication and interaction with your attendees, keeping the attention of your attendees, class discussions, activities and assessments.   Practice a short training session; discuss technology, and share tips and experiences.

TEACHING ADULTS

Designed for anyone interested in the process of teaching adults. A requirement for bankers preparing to teach classes/programs through CFTEA (CFTEA instructors attend at no charge).

This program presents strategies for becoming an effective instructor/trainer. The class will discuss current adult learning theory and how to apply that theory to the needs of different students in the classroom. After successfully completing this program students should be able to:

➢ Identify different learning styles and provide examples of how to teach to them
➢ Determine appropriate delivery methods according to audience needs
➢ List strategies to use when working with tests, demonstrations, role plays and case studies
➢ List ice breaking techniques

YOUR ROLE AS A FACILITATOR

Rambling group discussions, tangential concerns, difficult attendees, and unclear objectives can all derail a facilitated event—and often do. But more than just learning how to avoid the pitfalls, effective facilitators ease the way for groups to achieve desired outcomes, redirect them to constructive paths, and rally commitment to action plans.

Expert trainer and facilitator Kimberly Devlin has designed interactive half-day, one-day, and two-day workshops to develop the essential skills of facilitating meetings that inspire, engage, and get results. Complete with all the activities, handouts, assessments, and presentation slides you will need to accelerate learning, these programs make planning your next workshop easy, whether you are new to facilitation or a seasoned pro.