

# where to get answers

K-State is staffed by individuals committed to serving you.

## Division of Continuing Education

[www.dce.k-state.edu](http://www.dce.k-state.edu)

For questions regarding courses offered through the Division of Continuing Education, contact the Division at:

785-532-5575  
1-800-622-2KSU  
informationdce@k-state.edu

## Division of Continuing Education Student Newsletter "The Leading Edge"

Visit our website to see information that may be helpful to you as a distance student.

[www.dce.k-state.edu/students/services/newsletter.shtml](http://www.dce.k-state.edu/students/services/newsletter.shtml)



## College of Education

[www.coe.k-state.edu](http://www.coe.k-state.edu)

### Dean's Office

785-532-5525

### Graduate Studies Office in Education

785-532-5595  
coegrads@k-state.edu

### Special Education, Counseling and Student Affairs

785-532-5541

### Educational Leadership

Educational Administration: 785-532-5543  
Adult Education: 785-532-5535

### Elementary Education

785-532-5550

### Secondary Education

785-532-5904

### K-State Teacher Certification Office

13 Bluemont Hall  
785-532-5524

## General K-State Offices

[www.k-state.edu](http://www.k-state.edu)

### University Registrar

118 Anderson Hall  
785-532-6254  
[www.k-state.edu/registrar](http://www.k-state.edu/registrar)

### Student Financial Assistance

104 Fairchild Hall  
785-532-6420  
[www.k-state.edu/sfa](http://www.k-state.edu/sfa)

### Graduate School

103 Fairchild Hall  
785-532-6191 or 1-800-651-1816  
[www.k-state.edu/grad](http://www.k-state.edu/grad)

### Hale Library

785-532-3014  
[www.lib.k-state.edu](http://www.lib.k-state.edu)

### Help Desk

214 Hale Library  
1-800-865-6143 or 785-532-7722  
helpdesk@k-state.edu  
[www.k-state.edu/infotech/helpdesk](http://www.k-state.edu/infotech/helpdesk)

### State Department of Education

[www.ksde.org](http://www.ksde.org)

### Teacher Education and Licensure Kansas State Department of Education

120 S. E. 10th Ave., Topeka, KS 66612-1182  
785-291-3678

## Kansas State University is going green!

Starting this fall, the "Courses for Educators" brochures will be available online. A few paper copies will be sent to schools; otherwise a PDF brochure will be available on our website at [www.dce.k-state.edu/education/courses.shtml](http://www.dce.k-state.edu/education/courses.shtml) Check out our Giveaway Website: [www.optionsplus.k-state.edu/giveaways](http://www.optionsplus.k-state.edu/giveaways)

# registration and other information

for division of continuing education courses

## admission

Formal admission to Kansas State University is not required for students to enroll in classes offered through the Division of Continuing Education. Students may enroll as a nondegree-seeking student and take a limited number of credits. You may enroll as a nondegree-seeking student through the DCE website: [www.dce.k-state.edu/courses](http://www.dce.k-state.edu/courses). You will proceed through the search for courses activity, and then fill out the appropriate form when you have completed your class wish list.

## k-state eIDs

K-State requires that all students obtain an eID (electronic identity). K-State's eID provides access to all electronic resources for which you are authorized. For more information about the eID, to register for your eID, or to activate your existing eID, go to [www.eid.k-state.edu](http://www.eid.k-state.edu). If you need additional assistance, contact the K-State IT Help Desk at 785-532-7722 or 800-865-61443 or [helpdesk@ksu.edu](mailto:helpdesk@ksu.edu). Remember to protect your eID by keeping your password current and private.

## enrollment

Enrollment for DCE classes must be completed online. The DCE registration website is [www.k-state.edu/courses](http://www.k-state.edu/courses). If you are a current student and have an active eID you may skip the DCE website and enroll directly through your iSIS self service center, [www.isis.k-state.edu](http://www.isis.k-state.edu).

## tuition and fees

Statements of account are no longer mailed to students. An e-mail notice will be sent to your campus e-mail account informing you that your eBill is available for viewing. Payment is due the 15th of the month after you receive your eBill. Any balance due not paid by the due date will be assessed a 1.5% default charge. More information about billing and your eBill can be found at [www.k-state.edu/pay](http://www.k-state.edu/pay).

## iSIS – student information system

iSIS is K-State's student information system. You can access your academic information and manage some of your university business by using iSIS. Features available include updating your address, ordering and purchasing a transcript, and viewing your grades. This interactive system is available to you at [www.isis.k-state.edu](http://www.isis.k-state.edu). You will need to use your eID and password to access your account. If you need help, please call 1-800-865-6143.

## disability support services

Kansas State University is committed to providing equal opportunity and access for students with disabilities. A student with a disability who wishes to request accommodations for a credit course offered through the Division of Continuing Education should notify the course instructor and contact the Disability Support Services Office ([www.k-state.edu/dss](http://www.k-state.edu/dss)), 785-532-6441, or email [dss@ksu.edu](mailto:dss@ksu.edu). Early notification is requested to ensure that accommodations can be provided in a timely manner.

## student services for distance students

DCE is committed to aiding students in furthering their education. Students from around Kansas and around the world can gain credit from K-State. K-State utilizes the Web and other delivery options to provide a high-quality, cost-effective option for distance students. The DCE student services web site was created to address the most common issues students have. Visit [www.dce.k-state.edu/students/services/](http://www.dce.k-state.edu/students/services/) to learn more about what a distance student must consider, financial aid and scholarships, resources available to distance students, enrollment information, policies and procedures, ordering textbooks, and your access to the K-State campus.



## Notice of Nondiscrimination

Kansas State University is committed to nondiscrimination on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, military status, veteran status, or other nonmerit reasons, in admissions, educational programs, or activities and employment, including employment of disabled veterans and veterans of the Vietnam Era, as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries concerning Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans With Disabilities Act of 1990 has been delegated to the director of Affirmative Action, Kansas State University, 214 Anderson Hall, Manhattan, KS 66506-0124, 785-532-6220 or TTY: 785-532-4807.



Division of Continuing Education  
13 College Court Building  
Manhattan, KS 66506-6001

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fall 2009

k-state courses for educators



fall 2009 k-state courses for educators

# k-state courses for educators

## Courses through K-State's Division of Continuing Education

Note: All classes require a computer meeting K-State minimum requirements, Internet access, and e-mail access. See website for specific information on tuition rates, textbook requirements, and other details about the classes listed below. [www.dce.k-state.edu/courses](http://www.dce.k-state.edu/courses)

### Grant Writing: Finding the Elusive Dollar

EDACE 786 Class # 21584

This course will provide an overview of proposal writing tips; funding sources such as government and private foundations; cutting edge ideas; program planning; credibility; evaluation design; dissemination strategies; budget formulation and program stabilization. There will be time allotted to discuss ideas from participants' work places. Students will send homework electronically and perform searches on the web. Students are expected to participate during the class sessions, whether they are at a TELENET site or sitting at their computer watching the live stream. Students will write sections of an actual grant following each class period having a complete grant by the end of the class term. Students enrolling after the deadline MUST have instructor permission. Delivery Methods: Guided Study/TELENET 2/ WWW

Meets on 09/10/2009, 09/24/2009, 10/08/2009, 10/22/2009, and 11/05/2009 from 9 a.m. – 12 p.m.

Attendance is required for these dates/times.

Instructors: Dana Reinert, Beverly Page, Sue Maes, Elaine Johannes

UG, G 3 Credit Hours

Begin Date: 09/07/2009 End Date: 12/11/2009

### Topics/Orientation to Leadership

EDADL 786 Class # 21493

This course provides an overview of the master's program in Educational Administration and Leadership housed in the Department of Educational Leadership. The standards guiding the preparation of educational leaders, university and department resources for graduate students, and the process for entry, middle, and exit assessment of the program will be examined. Delivery Method: WWW

Instructor: Trudy Salsberry

G 1 Credit Hour

Begin Date: 08/24/2009 End Date: 12/11/2009

### Administrative Leadership in Staff Development

EDADL 865 Class # 21376

This course focuses on the role of the administrator in developing, implementing, and evaluating staff development programs. Superintendent, building-level administrator, and staff development director leadership skills will be analyzed.

Delivery Method: WWW

Instructor: Gerald Bailey, Cari Barragree

G 3 Credit Hours

Begin Date: 08/24/2009 End Date: 12/11/2009

### Healthful and Safe College Life

EDCEP 103 Class # 21411

Addresses pertinent health topics that impact college students and explores the effect of lifestyle choices on academic achievement. Topics include sexual health, nutrition and fitness, mental health, alcohol/drug/tobacco, injury prevention, and illness prevention. This course replaces EDCEP 101 and 102. If you have taken either of these courses, you will not be eligible to take EDCEP 103.

This course is designated as a UGE (University General Education) course.

Delivery Method: WWW

Instructors: Shelley Cunningham, Carol Kennedy

UG 3 Credit Hours

Begin Date: 08/24/2009 End Date: 10/16/2009

### Healthful and Safe College Life

EDCEP 103 Class # 21410

Addresses pertinent health topics that impact college students and explores the effect of lifestyle choices on academic achievement. Topics include sexual health, nutrition and fitness, mental health, alcohol/drug/tobacco, injury prevention, and illness prevention. This course replaces EDCEP 101 and 102. If you have taken either of these courses, you will not be eligible to take EDCEP 103.

This course is designated as a UGE (University General Education) course.

Delivery Method: WWW

Instructors: Shelley Cunningham, Carol Kennedy

UG 3 Credit Hours

Begin Date: 10/19/2009 End Date: 12/11/2009

### Stress Management

EDCEP 502 Class # 21494

This course provides an understanding of the causes and effects of stress on a person's life. Students are introduced to methods for reducing stress and enhancing healthy behaviors in work, home, and personal space. Biofeedback training for learning stress reduction is introduced to all students. Students will learn to design stress management strategies for use in professional settings.

Delivery Method: WWW

Instructor: Arthur Rathbun

UG 3 Credit Hours

Begin Date: 08/24/2009 End Date: 12/11/2009

### Stress Management for Teachers, Counselors, Administrators, and Professionals

EDCEP 802 Class # 21469

This course provides an understanding of the causes and effects of stress on a person's life. Students are introduced to methods for reducing stress and enhancing healthy behaviors in work, home, and personal space. Biofeedback training for learning stress reduction is introduced to all students. Students will learn to design stress management strategies for use in professional settings.

Delivery Method: WWW

Instructor: Fred Newton

G 3 Credit Hours

Begin Date: 08/24/2009 End Date: 12/11/2009

### Research Methods

EDCEP 816 Class # 21409

This course is a survey of qualitative and quantitative social science research methods. It is practitioner centered and provides a critical analysis of published research and action research to foster research-enlightened decision making in professional practice.

Delivery Method: WWW

Instructor: Christy Moran Craft

G 3 Credit Hours

Begin Date: 08/24/2009 End Date: 12/11/2009

### The College Student and the College Environment

EDCEP 838 Class # 21408

The purpose of this course is to provide an in-depth knowledge of various types of theories of student development. Emphasis will be placed on critiquing these theories and appropriately applying them to practice in student affairs administration.

Delivery Method: WWW

Instructor: Christy Moran Craft

G 3 Credit Hours

Begin Date: 08/24/2009 End Date: 12/11/2009

### Trends in Career Development

EDCEP 863 Class # 21373

Trends in Career Development is a foundation course that addresses career development theory, practice, and resources. The course is designed to provide academic advising students with the knowledge to understand and address the career development and planning needs of the students with whom they work.

Delivery Method: WWW

Instructor: Kenneth Hughey

G 3 Credit Hours

Begin Date: 08/24/2009 End Date: 12/11/2009

### Seminar/Enrollment Management in Higher Education

EDCEP 886 Class # 21564

Examines enrollment management theories, concepts, and research and the application of these to higher education administration. Students demonstrate enrollment management strategies through the development of a comprehensive enrollment management plan for use in a college or university setting.

Delivery Method: WWW

Instructor: Doris Carroll

G 3 Credit Hours

Begin Date: 08/24/2009 End Date: 12/11/2009

### Seminar/Interpersonal Relations for Academic Advising

EDCEP 886 Class # 21377

This course focuses on developmental communications/interpersonal relations skills. Topics to be addressed include influences on the helping process such as personal characteristics, verbal and nonverbal responses and behaviors, and ethical considerations.

Delivery Method: WWW

Instructor: Judith Hughey

G 3 Credit Hours

Begin Date: 08/24/2009 End Date: 12/11/2009

### Seminar/Administration of Academic Advising

EDCEP 886 Class # 21372

This course is designed to provide an opportunity for you to become familiar with the important theories, concepts, models, issues, and other factors involved in the administration of academic advising in higher education settings. Assignments toward this goal include response papers, participation in online discussions, and submission of a cumulative portfolio.

Delivery Method: WWW

Instructors: Richard Robbins, Charlie Nutt

G 3 Credit Hours

Begin Date: 08/24/2009 End Date: 12/11/2009

### Learning Technologies

EDCI 718 Class # 21443

A project-based learning course that examines the roles that teachers, learners, and technology may take in any learning environment; integrating standards-based technology into the curriculum; using web 2.0 tools for professional development; and contemporary issues involved in using technology in K-12 settings. This course will require you to do some collaboration in groups with other students in the course for discussions and projects.

Delivery Method: WWW

Instructor: Rosemary Talab

UG, G 3 Credit Hours

Begin Date: 08/24/2009 End Date: 12/11/2009

### Principles of Instructional Design

EDCI 763 Class # 21442

A pragmatic first look at the systematic planning, creation, and evaluation of effective instructional design. Course readings and activities provide knowledge of theoretical models so that students can develop one design solution for a student generated instructional problem. Online peer and instructor feedback via Web 2.0 tools to facilitate solution generation, refinement, and evaluation.

Delivery Method: WWW

Instructor: Rosemary Talab

G 3 Credit Hours

Begin Date: 08/24/2009 End Date: 12/11/2009

### Topics/Wireless Connections

EDCI 786 Class # 21444

Students will explore using wireless technologies to enhance the learning environment. Interactive learning will include gaining basic knowledge of wireless technologies and integrating wireless devices such as handhelds, mobile wireless labs, tablets, and RF devices.

Delivery Method: WWW

Instructors: Kay Murphy, Vaudene Field, Rosemary Talab

G 1, 2, 3 Credit Hours

Begin Date: 09/09/2009 End Date: 10/30/2009

### Digital Teaching and Learning

Project/e-Portfolio

EDCI 858 Class # 21407

The portfolio as a professional development tool is evaluated according to the National Board of Professional Teaching Standards model and International Society for Technology in Education standards. A technology project with assessment is developed along with other components and placed in a professional portfolio. Pr.: Admission to classroom technology specialty or instructor permission.

Delivery Method: WWW

Instructor: Rosemary Talab

G 2 Credit Hours

Begin Date: 08/24/2009 End Date: 12/11/2009

### Proseminar I: Educational Computing, Design, and Distance Education

EDCI 887 Class # 21403

The course has three sections, corresponding to the title, which provide an introduction to the basic concepts of the field. It considers the theories, issues, and implications of technology in teaching and learning, the design of learning environments, and the development and delivery of distance education and online learning.

Delivery Method: WWW

Meets Wednesdays at 7:30 p.m.–9:00 p.m.

from individual locations.

Instructor: Rosemary Talab

G 3 Credit Hours

Begin Date: 08/24/2009 End Date: 12/11/2009

### Fundamentals of Nonprofit Organization Fund Raising

EDLST 502 Class # 21729

Using critical thinking and active learning, and integrating web, text, and library resources, students completing this course will understand and be able to apply the knowledge and skills necessary to create and implement a comprehensive development plan for a community nonprofit organization. Completion of this course will enable community volunteers and nonprofit organization staff to be better prepared to use the fundamentals of fund raising to sustain local nonprofit organizations and will educate and prepare undergraduates embarking on a career in nonprofit leadership to be ready for the challenge of fund raising at the local level. The instructor will provide a reading list to the students enrolled.

Delivery Method: WWW

Instructor: Olivia Collins

UG 3 Credit Hours

Begin Date: 09/14/2009 End Date: 11/20/2009

## wichita

### Problems/Kansas Business

Education Association

EDCI 795 Class # 21492

An opportunity for students to earn college credit for attending the Kansas Business Education Association conference in Wichita, Kansas. Topics covered vary based on the sessions attended. Participants will attend workshops and breakout sessions during the conference, then will write a summary of concepts learned. In addition, the instructor will assign research projects based on the topics covered in attended sessions. Depth of project will be determined by variable credit of 1 to 3 hours. This course is for participants at the Kansas Business Education Association conference on October 15–16, 2009.

Delivery Methods: Guided Study/On-Site

Instructors: Lawrence Scharmann, Darla Stone

UG, G 1, 2, 3 Credit Hours

Begin Date: 10/15/2009 End Date: 12/11/2009

### Program Planning in

Adult Education

EDACE 830

This course includes an analysis of major approaches to program planning and development and discussions of assumptions relating to successful program planning in several types of organizations. It outlines the importance of program planning and elements of a systematic planning process. This course is required in the Adult Education master's degree program.

Delivery Methods: On-Site/WWW

Meets from 5:30 p.m.–9:30 p.m. on 08/26, 09/02, 09/09, 09/16, 09/23, and 09/30.

Sunflower Room, KU, Wichita, Kansas

Instructor: Frank Spikes

G 3 Credit Hours

Begin Date: 8/26/2009 End Date: 9/30/2009

## Educational Leadership Programs

Educational Leadership with an emphasis in Educational Administration will result in a master's degree and/or licensure for elementary and secondary educational leaders. The program is configured to meet individual professional goals of all educational leaders in the K-12 setting.

For more information: [www.dce.k-state.edu/education/leadership](http://www.dce.k-state.edu/education/leadership)

Educational Leadership with an emphasis in Adult and Continuing Education is geared toward working adults whose career involves working with adults in educational and training situations. K-State offers this degree program with on-site courses in Fort Leavenworth, Kansas City, and Wichita.

For more information: [www.dce.k-state.edu/education/leadership](http://www.dce.k-state.edu/education/leadership)

## Academic Advising Programs

K-State offers coursework leading to a 15-credit-hour graduate certificate and/or a 30-credit-hour master's degree. These programs are designed for:

- Advisors and administrators who desire more formal education related to academic advising
- Faculty seeking advising knowledge beyond their discipline
- Graduate students anticipating academic advising roles in higher education
- Persons interested in working directly with student athletes

K-State offers this program in partnership with the National Academic Advising Association (NACADA).

For more information: [www.dce.k-state.edu/education/advising](http://www.dce.k-state.edu/education/advising)

## Educational Computing, Design, and Online Learning/ Classroom Technology Programs

The Educational Computing, Design, and Online Learning program at Kansas State University offers coursework leading to a master's degree and/or a Graduate School Certificate in Classroom Technology for elementary and secondary teachers, school library media specialists, technology coordinators, and administrators.

For more information: [www.dce.k-state.edu/education/curriculum-instruction](http://www.dce.k-state.edu/education/curriculum-instruction)

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If you would still like to receive a paper copy of this brochure, please e-mail your contact information to [kterrel@k-state.edu](mailto:kterrel@k-state.edu).

Check out our Giveaway Website: [www.optionsplus.k-state.edu/giveaways](http://www.optionsplus.k-state.edu/giveaways)