



## Course Catalog

### CLASSROOM MANAGEMENT AND INSTRUCTION

#### Substitute Teacher Basics

- 101 Introduction to Being a Substitute Teacher
- 102 Making Connections and a Good Impression

#### Classroom Management

- 103 The First 30 Seconds
- 104 Being an Effective Classroom Manager
- 105 Communication in the School

#### Discipline and Instruction

- 106 Effective Classroom Discipline
- 107 Active Learning
- 108 Learning Styles and Strategies

### GENERAL

#### Confidentiality

- 125 Confidentiality

#### First Aid/Emergency

- 109 Bloodborne Pathogens
- 123 Introduction to Emergency Action Principles
- 124 Providing Care in an Emergency

### READING, WRITING, AND MATH

#### Content Area – Instruction

- 110 Supporting Instruction: Reading
- 111 Supporting Instruction: Writing
- 112 Supporting Instruction: Mathematics

#### Content Area – Knowledge and Skills

- 113 Reading Comprehension: Narrative Texts
- 114 Reading Comprehension: Informative Texts
- 115 Reading Comprehension: Decoding Language and Utilizing Layout
- 116 Writing Fundamentals: Parts of Speech and Effective Sentences
- 117 Writing Fundamentals: Mechanics of Writing
- 118 Mathematics: Understanding the Basic Skills
- 119 Mathematics: Fractions, Decimals, and Percentages
- 120 Basic Algebra
- 121 Basic Geometry
- 122 Mathematics: Data Analysis

# Course Titles & Objectives

## **STLN 101 – Introduction to Being a Substitute Teacher**

The participant will learn how to plan for and overcome the challenges that substitute teachers face and how to prepare for teaching days.

## **STLN 102 – Making Connections and a Good Impression**

The participant will learn how to make a good impression on a school, staff, and students to ensure he or she receives many substitute teaching opportunities.

## **STLN 103 – The First 30 Seconds**

The participant will examine ways to get started on a positive note in any classroom when substitute teaching. Topics covered include establishing rapport with students, adhering to normal morning routines, and being prepared for the unexpected.

## **STLN 104 – Being an Effective Classroom Manager**

The participant will learn how to effectively manage a classroom by keeping students engaged and on task.

## **STLN 105 – Communication in the School**

The participant will learn how to communicate with students, faculty, and administrators as well as how to encourage effective classroom discussions among students.

## **STLN 106 – Effective Classroom Discipline**

The participant will learn how to set expectations for students and enforce school rules and classroom discipline when substitute teaching.

## **STLN 107 – Active Learning**

The participant will study how to construct a lesson that will engage students in active learning.

## **STLN 108 – Learning Styles and Strategies**

The participant will study different learning styles, including learning modalities, multiple intelligences, and perceptions, which students may have.

## **STLN 109 – Bloodborne Pathogens**

The participant will review the basics of bloodborne pathogens and other biohazards including identification, consequences of contamination, protection, and prevention. He or she will also review scenarios to consider how he or she should respond.

## **STLN 110 – Supporting Instruction: Reading**

The participant will review information about reading and literacy programs, learn strategies for helping students with reading, and collect tips for making appropriate accommodations and modifications.

## **STLN 111 – Supporting Instruction: Writing**

The participant will review the writing process, learn strategies for helping students with writing, and gain tips for making appropriate accommodations and modifications to writing activities.

## **STLN 112 – Supporting Instruction: Mathematics**

The participant will review information about the fundamentals of math instruction, learn strategies for helping students with problem solving, and collect tips for making appropriate accommodations and modifications.

**STLN 113 – Reading Comprehension: Narrative Texts**

The participant will read and evaluate a narrative text, and review the elements of narrative texts.

**STLN 114 – Reading Comprehension: Informative Texts**

The participant will review and practice identifying the elements and structures of informative texts.

**STLN 115 – Reading Comprehension: Decoding Language and Utilizing Layout**

The participant will review strategies for decoding unfamiliar words, identify different figures of speech, and examine the specific parts of a book.

**STLN 116 – Writing Fundamentals: Parts of Speech and Effective Sentences**

The participant will review the eight major parts of speech, examine the types and parts of a complete sentence, and identify the common mistakes made in writing.

**STLN 117 – Writing Fundamentals: Mechanics of Writing**

The participant will review and practice the mechanical elements of writing including capitalization, punctuation, and spelling.

**STLN 118 – Mathematics: Understanding the Basic Skills**

The participant will review basic mathematical concepts (add, subtract, multiply, divide), terms, symbols, and the order of operations.

**STLN 119 – Mathematics: Fractions, Decimals, and Percentages**

The participant will review the basics and operations of fractions, decimals, and percentages.

**STLN 120 – Basic Algebra**

The participant will review algebra terms, exponents, and methods for solving basic equations. He or she will also practice evaluating simple algebraic expressions.

**STLN 121 – Basic Geometry**

The participant will review basic geometry terms, identify geometric figures, practice plotting ordered pairs on a coordinate grid, and practice formulas for calculating perimeter, area, and volume.

**STLN 122 – Mathematics: Data Analysis**

The participant will review the uses and terminology of statistics and practice interpreting bar and circle graphs.

**STLN 123 – Introduction to Emergency Action Principles**

The participant will understand the importance of learning first aid and preventing disease transmission and learn how to prevent, prepare, and respond to emergencies.

**STLN 124 – Providing Care in an Emergency**

The participant will learn how to respond and provide care in the event of an emergency or sudden illness and study how to treat wounds, control bleeding, treat burn victims and musculoskeletal injuries, and handle heat- and cold-related illnesses.

**STLN 125 – Confidentiality**

The participant will review the legal basis of maintaining confidentiality for students served by special education, discuss who has access to certain types of student information, and learn how to answer questions from others involving confidential information.