

PROFESSIONAL INSTRUCTOR ACADEMY

*Your presentations
- enhanced*



Improv Techniques for
Professional Presenters

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Presentation Skills
with Prezi

PAGE 6

Productive Outcomes for
Difficult Conversations

PAGE 7



MOORE NORMAN
TECHNOLOGY CENTER

mntc.edu | 405.364.5763, ext. 7260



PROFESSIONAL
INSTRUCTOR
ACADEMY



You may not realize it, but if you're managing employees, leading a congregation, or simply delivering instructions, you are a teacher. Curriculum, objectives, pre-assessments, and audience interaction all play a major role in you delivering your message and making it stick with your audience.

Moore Norman Technology Center's Professional Instructor Academy is designed to help you deliver your message more effectively, and offers a broad range of continuing education classes focused on everything from the fundamentals of teaching, to progressive, technology-focused topics. PIA classes quickly enhance and complement your current skills, and develop building blocks to advance your craft.

Business professionals interested in becoming a trainer within an organization can learn:

- How to identify training needs within the organization
- How to customize training programs for the organization
- Presentation and facilitation skills
- New training delivery methods

Teachers, adjunct instructors, college, and CareerTech educators benefit from:

- New instructional tools and strategies
- Authentic learning through customized class discussions and activities
- Seasoned instructors with extensive classroom experience

CERTIFICATE BADGES

Hone your skills and build your resume with MNTC certifications.



INSTRUCTIONAL DELIVERY PRO

Make the material you present have an immediate impact and leave a lasting impression. From using textbooks or reading materials, to incorporating multimedia and game play, this certification focuses on methods, strategies, expectations, and outcomes.

Classes

- Active Teaching and Learning
- Classroom of One
- Creating Meaningful Learning Experiences
- Effective Classroom Instruction
- Improv Techniques for Professional Presenters
- Interactive Classroom Activities
- Making a Textbook User Friendly
- Teaching and Learning Styles: Dynamic Duo
- Train the Trainer
- Whole Brain Teaching Theory



ASSESSMENTS SPECIALIST

Assessments and evaluations are a major part of the learning environment, so it's important to make sure you ask the right questions the right way and harvest data correctly. Explore all aspects of assessment including how to write good test questions, to learning methods for proving accountability.

Classes

- Behavior Mechanics
- Gamification
- Improv Techniques for Professional Presenters
- Lesson Plans, Steps to Success
- Literacy Strategies Workshop
- Multiple Choice Tests for Higher Level Thinking
- Teaching and Learning Styles: Dynamic Duo
- Writing Measurable Objectives tied to Assessments

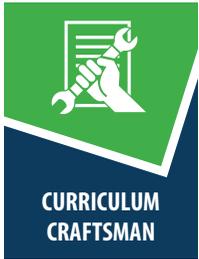


CLASSROOM MANAGEMENT ACE

Discover learning strategies that fit all types of learners, whether you are presenting in a classroom, a boardroom, or are presenting safety information to a group of reluctant participants. Develop skills to manage problem learners, hecklers, and anyone who might derail your presentation.

Classes

- Active Teaching and Learning
- Classroom Dynamics
- Classroom Personality Styles
- Effective Classroom Instruction
- Emotional Intelligence
- Generations in the Classroom
- Presentation Skills (or Train the Trainer)
- Productive Outcomes for Difficult Conversations
- Teaching Challenging Students



CURRICULUM CRAFTSMAN

Know the ins-and-outs of curriculum writing and how to make goals become measurable objectives. Learn the importance of writing solid objectives for a presentation, and how to plan for long or short-form lessons, presentations, or training.

Classes

- Extra-Easy Online Curriculum Designing
- Gamification
- Generations in the Classroom
- Lesson Plans, Steps to Success
- Literacy Strategies Workshop
- Making a Textbook User Friendly
- Reach and Teach Adults with Disabilities
- Teaching and Learning Styles: Dynamic Duo
- The Flipped Classroom
- Writing Measurable Objectives tied to Assessments



LEARNER ENGAGEMENT WIZ

Focus on taking a class or training meeting to the next level by engaging learners of all types. Learn how to get students interacting with the material rather than just absorbing an endless stream of information.

Classes

- 21st Century Tools to Engage Digital Natives
- Classroom Dynamics
- Classroom Personality Styles, MBTI
- Create Games for Interactive Classroom
- Emotional Intelligence
- Gamification
- Generations in the Classroom
- Reach and Teach Adults with Disabilities
- Teaching Challenging Students
- Teaching and Learning Styles: Dynamic Duo



TECHSMITH

Maximize your learning environment through the use of the latest education technology. Increase your comfort level and learn new strategies for boosting engagement, interaction, retention, and accountability among learners and instructors through technology.

Classes

- 21st Century Tools to Engage Digital Natives
- Create Games for the Interactive Classroom
- Creating Video for Instruction
- Delivering Instruction via Webinar
- Presentation Skills with Prezi
- Social Media and Web Resources
- Teaching Online with Moodle
- Teaching with the GoPro Camera
- Using Movie Maker for Classroom Projects
- Using Multimedia in the Classroom

PROFESSIONAL INSTRUCTOR ACADEMY

CLASS DESCRIPTIONS

21st Century Tools to Engage Digital Natives



TT252 2 class hours \$49

Digital Natives are students who have used technology their entire lives. This course is a demonstration of several technology tools to motivate and engage the Digital Natives in your classroom.

BADGES:

Behavior Mechanics

TT108 3 class hours \$50

Motivate and engage employees or students with Behavior Mechanics. Applying the mechanics of game play (everything from a first down in football to playing Uno!) to your work or learning environment can greatly improve retention, teamwork, participation, and behaviors you want to see. Assess outcomes and productivity with experience points. Create a sense of agency in your more complex lesson plans by adding hidden bonuses. Add “badges” and create an emotionally safe environment for competition and/or teamwork with a “storyline.”

BADGE:

Classroom Dynamics



TT229 3 class hours \$45

A well-managed classroom environment enhances the learning experience. Dynamics involved include managing the entire group of learners, as well as teaching students with various needs and challenges at the individual level.

BADGES:

Classroom of One

TT228 2 class hours \$35

Providing instruction to one student presents a variety of challenges. This class describes strategies to manage these challenges through interactive activities, classroom management, and providing authentic learning experiences.

BADGE:

Workshop classes with the HRCI icon are approved for HRCI Continuing Education Credit.

The use of this seal is not an endorsement by HR Certification Institute of the quality of the program. It means that this program has met HR Certification Institute's criteria to be pre-approved for recertification credit.



Creating Video for Instruction

TT245 2 class hours \$35

Using instructional video that the instructor has created and posting it on YouTube is an effective way to demonstrate a skill or to “flip” the classroom. A flipped classroom is one where the students view the lecture as homework and then do the homework that is assigned in class. In this class you will create an instructional video using a flip camera or your personal camera or phone, and then upload it to YouTube.

BADGE:

Classroom Personality Styles



TT214 3 class hours \$55

The Myers Briggs Type Indicator is a self-selecting personality assessment. Businesses and educational institutions use this to identify communication strategies, build teams, and for career development. MBTI is a useful tool to understand your unique gifts as well as appreciate people who differ from your type. Students must complete an assessment before coming to class. Link to the assessment will be sent via email upon enrollment.

BADGES:

Create Games for Interactive Classroom



TT243 3 class hours \$45

Would you like to use games to increase student involvement and engagement? In this class you will develop and learn to use games to involve the entire class. You will also explore individual games to be utilized in the one-computer-to-one-student environment in order to create a learning environment that extends beyond the classroom.

BADGES:

Creating Meaningful Learning Experience (OLT)

TTOLTS 3 class hours \$39

Teachers teach, but students don't always learn. You will discuss techniques and strategies to encourage student engagement and create meaningful learning experiences in your classroom.

BADGE:

Delivering Instruction Via Webinar



TT108 3 class hours \$51

Tight schedules and even tighter budgets demand new ways to deliver training. The use of webinars can be a highly effective method of communication and training when planned and executed properly.

BADGE:

Effective Classroom Instruction



TT223 3 class hours \$59

Developing and implementing effective classroom instruction is the focus for this class. Create strategies to provide objective-based instruction, engaging learners in activities addressing multiple learning styles, using formative and summative assessment, and utilizing authentic and relevant activities and media.

BADGES:

Emotional Intelligence

TT125 8 class hours \$99

We have all worked with and listened to brilliant people. Some of them were great at communicating and connecting with people, and others not so great. When we look at the truly extraordinary people who inspire and make a difference you will see that they do this by understanding the needs of others before expressing their own. What differentiates them is not their IQ or technical skills but their EQ or emotional intelligence. This course defines emotional intelligence, discusses the science behind emotional intelligence, and shows how to maximize your EI in the workplace and in your personal life.

BADGES:

Instruction Techniques Technology



MNTC's Professional Instructor Academy can help those looking to enhance their instruction efforts. Our classes deliver practical techniques that can quickly move into any classroom or learning setting. Participants can also learn to fuse technology into their teaching style for new outcomes.

An exciting aspect to these courses is that they are not limited to a traditional teacher/student classroom setting. In fact, anyone who regularly provides instruction to groups – large and small – can benefit from learning varied teaching techniques. From discovering how technology can enhance learning and productivity, to finding better methods of instruction to connect with diverse groups, PIA classes can positively impact content delivery for recruiters, trainers, coaches as well as church and community leaders.

Participants can take a group of courses in one year's time and earn a certificate. There is HRCI credit available for many of the classes and there may also be Professional Development points available.

Additionally, our students have the option to enjoy the convenience of online course delivery and customized courses* for specific institutional needs.

* Not available with all courses

PROFESSIONAL INSTRUCTOR ACADEMY CLASS DESCRIPTIONS

Extra Easy Online Curriculum Design

TT108 3 class hours \$52

I know, I know . . . you think you can't design online curriculum because you can't work Moodle and aren't "computer savvy." In this workshop we're going to take away the computer and internet and go back to step one. We'll plan and design an online environment in the most basic way. We'll discuss the elements of a quality classroom lesson, and draw parallels to the online environment. You'll design a physical representation of what your interactive classroom would look like.

BADGE: 

Gamification (OLT)

TTOLT108 3 class hours \$49

What exactly IS "Gamification" and where can it be found? Get the inside scoop from TED Talks and other learning materials while you face the dreaded "Professor Boring" and save your students from becoming zombies! This fun online learning experience will have you noticing and employing gamification everywhere.

BADGES:   

Generations in the Classroom

TT210 3 class hours \$49

This interactive class prepares instructors to communicate and relate to students from the four generations of students currently existing in open enrollment and industry training classrooms. By understanding each generation's background, and defining moments that influenced that particular generation, you develop a greater appreciation of the importance of creating a classroom environment where each group can interact and learn.

BADGES:   

Improv Techniques for Professional Presenters

TT302 3 class hours \$35

In this interactive class you'll learn some of the tricks of your favorite comedians and how the four basic skills of improv will enhance any presentation. Learn to read your audience quickly, and categorize their interaction styles.

BADGES:  

Interactive Classroom Activities

TT206 3 class hours \$55

TTOLT206 3 class hours \$59

Improve your ability, and take away the tools you need, to create engaging instructional activities to fit the material you're teaching. Activities will be demonstrated and given as handouts.

BADGE: 

Lesson Plans, Steps to Success

TT208 3 class hours \$49

TTOLT208 3 class hours \$59

This course provides you with the tools you need to identify a seven-step method to lesson planning.

BADGES:  

Literacy Strategies Workshop

TT216 2 class hours \$35

Get the tools you need for working with learners who have low reading levels compared to their peers. Don't let one student fall behind or keep a classroom back; give them the power to get up to speed and improve their overall reading comprehension. Activities will be demonstrated that can be used to enhance literacy in the classroom.

BADGES:  

Making a Textbook User Friendly

TT215 2 class hours \$29

Sometimes instruction relies heavily on reading materials. Many courses have textbook-heavy curriculum. Has it ever been difficult to determine how to use the text in your instructional delivery, or how to check to see if your students truly understand it? This course will give you those strategies and skills to make textbooks user friendly, and a way to better assess learner understanding.

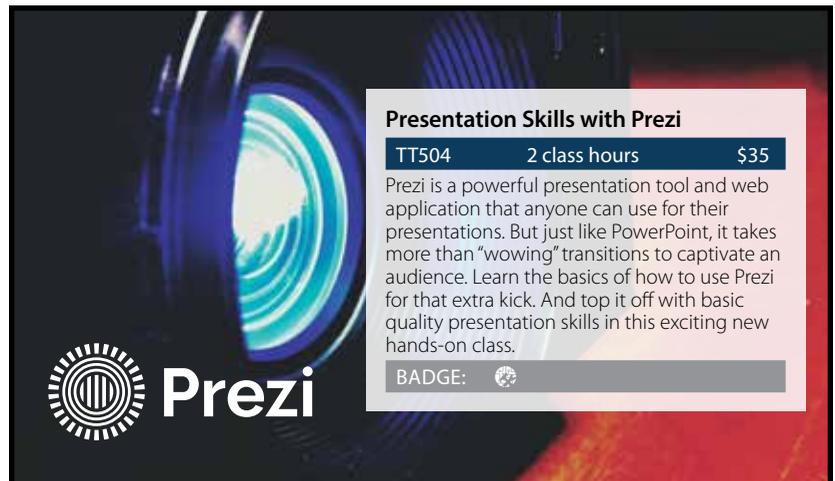
BADGES:  

Multiple Choice Tests for Higher Level Thinking

TT108 3 class hours \$53

Which is better, multiple choice or essay questions? The answer is, of course, "It depends!" Either question type is useful for assessing a variety of levels of thinking, depending on how well the designer crafts the questions. Designing multiple-choice questions is not as daunting a task as one might think. In this course we'll define "higher-order thinking" and explore applying Bloom's conceptual model. Analyze structured vs. unstructured assessments, and then construct a variety of multiple choice test items to assess higher-order thinking.

BADGE: 



Presentation Skills with Prezi

TT504 2 class hours \$35

Prezi is a powerful presentation tool and web application that anyone can use for their presentations. But just like PowerPoint, it takes more than "wowing" transitions to captivate an audience. Learn the basics of how to use Prezi for that extra kick. And top it off with basic quality presentation skills in this exciting new hands-on class.

BADGE: 



“My director and I took ‘Generations in the Classroom’ to enhance our teaching styles. I teach families that care for a loved one at home, and often my classes are very diverse in age. I chose this course to tailor my instruction to the various age groups that I often see in my classes. I found the class very beneficial and I often find myself referring back to the handouts I was given as a reference.”

— Kari Kennedy, BSN, RN, Oklahoma Healthy Aging Initiative (OHAI)

Presentation Skills



TT219 4 class hours \$45

Do you get nervous and uncomfortable when you have to present to your boss, clients, or students? Have you walked away from a presentation feeling you weren't successful or didn't get across the information clearly? Presentation skills are something you can develop. Develop skills and present a short presentation in this hands on, interactive course.

BADGE:

Productive Outcomes for Difficult Conversations

TT104 3 class hours \$45

We experience so many interactions in the classroom, it's inevitable that some of them may be difficult. As an instructor, do you hate to have those hard conversations with students? Hot topics, heated discussions, trigger moments? This class will address those difficult conversations and the skills you need to deal with them. Participants will practice these skills in class to get hands-on experience.

BADGE:

Reach and Teach Adults with Disabilities



TT209 2 class hours \$39

This course is designed to provide you with the tools you need to effectively deal with adult students with learning disabilities in the classroom.

BADGES:

Social Media and Web Resources



TT242 3 class hours \$45

TTOLT242 3 class hours \$39

Social media has become a way that classrooms can engage students. Explore social media tools that can be utilized in the classroom. Quizlet is a free online resource that can be used to find pertinent already created activities or you can create your own using this site. Students can review information with games on this site or print flashcards to study. Poll Everywhere is a resource that can assess student understanding or poll your class using PowerPoint and cell phones.

BADGE:

PROFESSIONAL INSTRUCTOR ACADEMY CLASS DESCRIPTIONS



Teaching Online with Moodle

TT240	6 class hours	\$59
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In addition to an overview of the freeware Learning Management System, Moodle, you will become acquainted with the activities and resources that are utilized in this system to create an engaging online learning experience. Additionally, you will understand the techniques and strategies in teaching online, as opposed to an "in-classroom" experience. This hands-on class is a hybrid.

BADGE: 

Teaching and Learning Styles: Dynamic Duo

TT207	3 class hours	\$39
TTOLT207	2 class hours	\$39

Identify your own learning style as well as obtain the tools necessary to identify those styles of the students in your classroom. You'll identify your teaching style, and discuss your strengths in interacting with different types of learners in your classroom. Also explore how each learner interacts.

BADGES:    

Teaching Challenging Students (OLT)

TT205	2 class hours	\$39
TTOLT205	2 class hours	\$39

Have you ever been blindsided by the behavior of a student in the classroom? This course is designed to provide you with the tools to effectively deal with challenging students in the teaching or training setting.

BADGES:  

Teaching with the GoPro Camera

TT251	2 class hours	\$35
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Teaching with the GoPro Camera gives instructors two possible scenarios for using it in the classroom. The GoPro can be secured on a table or tripod to video a demonstration that can be used for future reference or used online. Additionally the GoPro can be synced with an iPad or PC to project a close, detailed demonstration on a large screen for student viewing.

BADGE: 

The Flipped Classroom

TT250	2 class hours	\$35
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The Flipped Classroom is a new 21st Century teaching strategy. Flipping the classroom is an approach in which direct instruction moves from the group-learning space to the individual-learning space. The resulting group space is transformed into a dynamic, interactive learning environment where the instructor guides students. The students, in turn, apply concepts and engage creatively in the subject matter. Examine this new approach to teaching and learning. The teacher becomes the guide-on-the-side instead of the sage-on-the-stage.

BADGE: 

Train the Trainer

TT244	8 class hours	\$89
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From preparing for a winning presentation, to assessing your audience's retention of the knowledge you're passing along, this class will make you a better presenter. Learn tips and secrets of the pros, as well as how to break-down learning objectives into more engaging activities. Review how to reach different types of learners using a differentiated learning experiences, and discuss pragmatic issues such as equipment needs and organizational skills. Each student will deliver a short presentation and be reviewed at the culmination of the class.

BADGES:  

Using Movie Maker for Classroom Projects

TT254	3 class hours	\$29
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Take classroom projects to the next level by having your students create video projects using freely-available tools like their cell phone and Windows Movie Maker. Learn the basics of Movie Maker and how to create a project rubric that deepens the learning of your students through visual literacy skills and creativity.

BADGE: 

Using Multimedia in the Classroom

TT217	3 class hours	\$49
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Implementing multimedia in the classroom means more than adding splashy graphics to your PowerPoint or playing a catchy tune. In this course we focus on how to identify media that support educational objectives, then find open-source content and incorporate it into lessons or activities. We will walk step-by-step through the process of finding, downloading, and using multimedia files in the classroom.

BADGE: 

Whole Brain Teaching Theory

TT509	2 class hours	\$35
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Engaging the entire brain in the classroom and methods to use in your classroom will be discussed and applied. Techniques for Kindergarten through adult education are highlighted.

BADGE: 

Writing Measurable Objectives Tied to Assessments

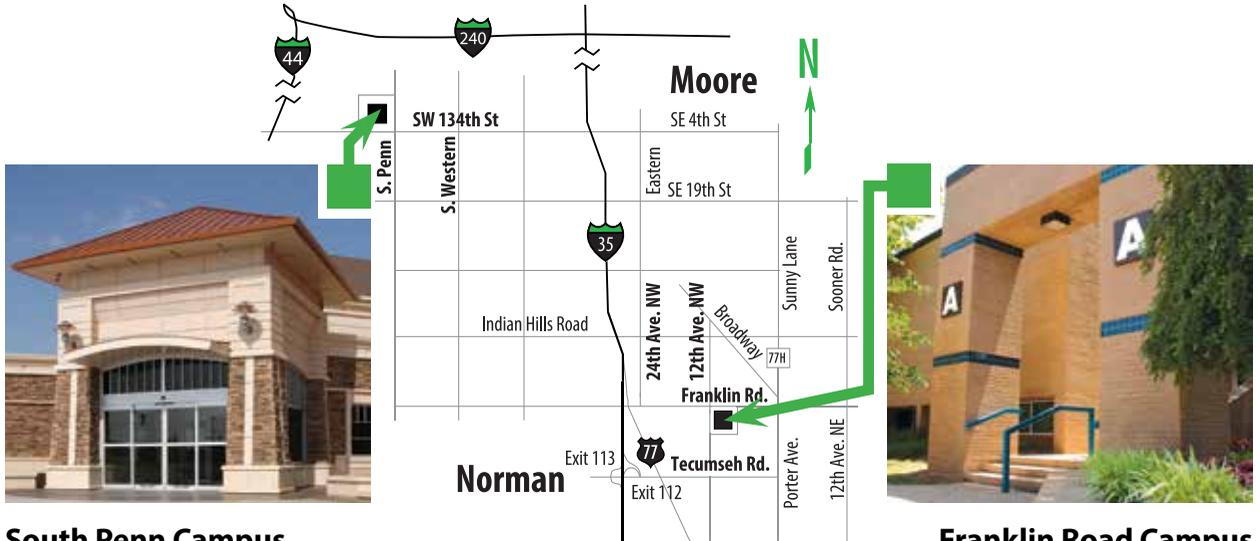
TT108	3 class hours	\$49
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This course gives you tools to write specific, measurable objectives, and tie those objectives to appropriate methods of assessment. Formal and informal assessments will be reviewed and identified.

BADGES:  

PROFESSIONAL INSTRUCTOR ACADEMY ENROLL NOW

Campus Map



South Penn Campus
13301 S. Pennsylvania Ave.
(SW 134th Avenue & South Penn)
Oklahoma City, OK 73170
Use Southwest Entrance for Enrollment

Franklin Road Campus
4701 12th Ave NW
(12th Avenue NW & Franklin Road)
Norman, OK 73069
Use Entrance A for Enrollment

Enrollment[†]

Online	By Person	In Person
mntc.edu	405.364.5763, ext. 7260	South Penn or Franklin Road Campus

- Tuition includes cost of books/instructional materials
- Discounts for lifelong learners,* military, and educators

- Early enrollment is encouraged to prevent class cancelations
- MNTC adjunct instructors should contact their coordinator

[†]Classes in this catalog may not currently be available for enrollment. Call 405.809.3512 to learn more about customizing classes and class schedules.

*Age 60+

There will be no discrimination in the technology center because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the technology center's nondiscrimination policies: MNTC's Human Resources Director (for employees) and the Educational Services Director (for students). Inquiries concerning the application of this policy may be made by calling (405) 364-5763 or by visiting the Franklin Road campus at 4701 12th Avenue NW, Norman, Oklahoma 73069.



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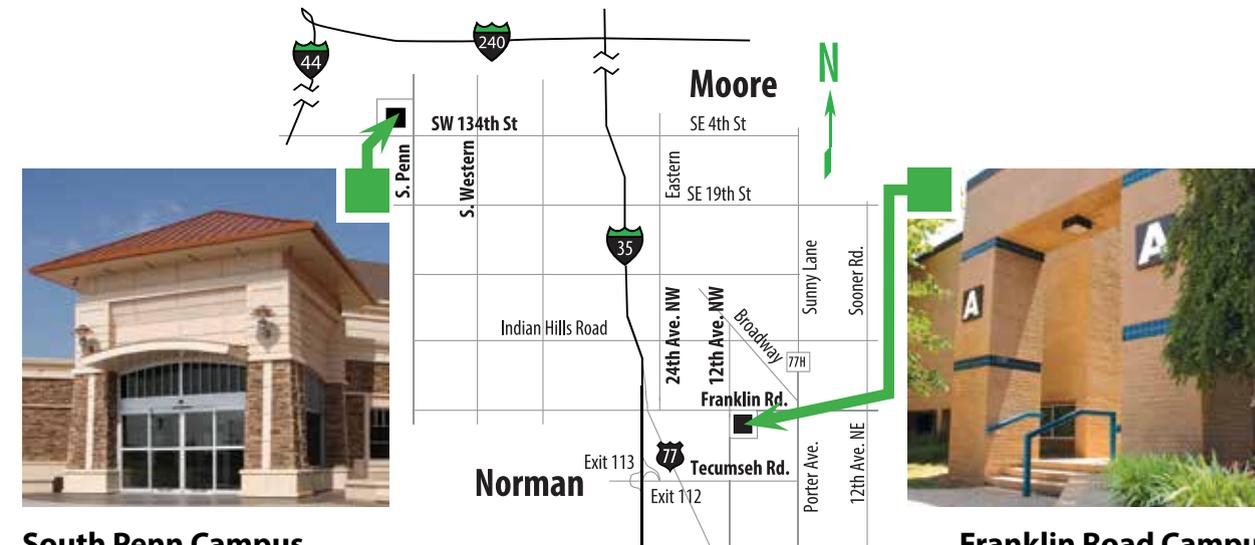
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ENROLL NOW

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RECEIVE \$20 OFF THE TUITION FOR YOUR NEXT PROFESSIONAL INSTRUCTOR ACADEMY CLASS

If you have taken a Professional Instructor Academy class at MNTC within the past six months, or if you are currently enrolled in one, you're eligible to receive a \$20 discount toward your next Professional Instructor Academy class.

Present this coupon, or mention your current enrollment in a Professional Instructor Academy class to an MNTC Customer Service Representative when enrolling for your next Professional Instructor Academy class. Not to be combined with other discounts. One time only. No cash value.

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Gift Certificate

\$20



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