

UCIRVINE | EXTENSION

**The Business of Teaching
Online Certificate Program**



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www.extension.uci.edu

OVERVIEW

This program provides unique training to assist individuals in effectively positioning themselves in order to obtain employment as online instructors and trainers in universities, colleges, secondary education, and the business world. This is not a program primarily focused on teaching pedagogy since it is recognized that several programs exist with that objective. Instead, the program objectives are focused on the business aspects of teaching online in order to supplement income or create a new full-time career for the individual interested in taking their own subject matter expertise to a new level or to a new employment arena.

Participants in this program obtain business tools to assess risk management, tax considerations, time management, CV preparation, interview skills and other business factors which are an integral part of creating, maintaining and growing a career teaching online. In order to further set the individual apart, the program does incorporate practice in some value-added online teaching skills such as engaging students and managing virtual teams.

WHO SHOULD ENROLL

Individuals interested in developing a full-time or part-time career teaching or training online will benefit from this program. Those currently teaching in traditional classroom settings may want to supplement income. Trainers may want to develop an online component to their business. Baby boomers and others looking for a career change will find that their subject matter expertise can be capitalized upon in a new career path.

CERTIFICATE AWARD REQUIREMENTS

A certificate in The Business of Teaching Online awarded by UCI Extension to candidates who complete ten (10) units of core courses and an additional five (5) units of core and/or elective courses with grades of "C" or better. This program entails a minimum of 150 hours of instruction. Certificate requirements must be fulfilled within five years from the date of enrollment in the program.

Students who want to obtain a certificate should apply for candidacy prior to completion of the third course in the program. Students not pursuing the certificate program are welcome to take as many individual courses as they wish and may choose non-graded options.

To receive the certificate, submit a Request for Certificate form when enrolled in your last course in the program. The form is located on our website at http://unex.uci.edu/pdfs/forms/business_mgmt_rfc.pdf

For more information about the program, please contact nsalzman@uci.edu or (949) 824-5524.

PROGRAM BENEFITS

- Develop your CV/resume, teaching philosophies and other “packaging” in order to effectively market yourself
- Create and utilize time management and other efficiency tools for effective use of work time
- Learn how to analyze risk, legal and tax implications of online teaching opportunities
- Participate in online courses utilizing a variety of delivering mechanisms to allow you to assess those that work best for you
- Identify local, national, and international career opportunities
- Network with instructors and students already teaching and training throughout the United States, Canada and beyond

PROGRAM FEES

The total cost of the program varies depending on the electives chosen. Actual fees may differ from the estimate below. Fees are subject to change without prior notice.

Course Fees (approximate)	\$2500
Candidacy Fee	\$125
Textbooks	\$500
Total Estimated Cost	\$3125

LIST OF COURSES

Course #	CORE COURSES	Units	WI	SP	SU	FA
Mgmt X477.2	Learn to Have a Career Teaching Online	1.5			O	O
Educ X477.21	Engaging Students Online	2				O
Educ X477.22	Moving Back and Forth: Teaching In Class and Online And Using the Best Techniques From Both	3				O
Educ X477.23	Online Instruction: Managing Virtual Teams (Lab)	1.5	O			
Educ X477.24	Excelling in the Interview and the Online Classroom: Best Practices	2	O			
Mgmt X477.3	Tax, Risks Management and Legal Implications of the Online Teaching Career	3		O		
Educ X477.25	International Opportunities to Teach Online	1.5			O	
Educ X477.26	Across State Lines - Teaching Opportunities in States Other Than Where You Reside	1			O	
Mgmt X477.4	Efficiency Tools for the Online Instructor	1.5			O	
Course #	ELECTIVE COURSES	Units	WI	SP	SU	FA
Mgmt X442.28	Introduction to Project Management Principles and Practices	2.5	C, O	A,C,O	C, O	A,C,O
Mgmt X478.6	Management of Multiple Projects	2.5	A		C,O	A, O
Mgmt X474.24	Project Management Using MS Project 2007	1.5	A	A	A	A
Mgmt X497.2	Communication in the Business Environment	2	A	C	C, A	C
Mgmt X497.3	Ethics in the Workplace: Dilemmas and Decisions	1		C		C

Note: Schedule is subject to change.

WI=Winter, SP=Spring, SU=Summer, FA=Fall
O = online, C = classroom, A = accelerated classroom

Visit www.extension.uci.edu for most current schedule and to enroll.

CORE COURSE DESCRIPTIONS

Learn to Have a Career Teaching Online Mgmt X477.2 (1.5 units)

Teaching online is a business option. Students will explore online instructional career options and opportunities and will learn how to assess their own business goals, strengths and challenges. Students will learn how to package themselves and build an online teaching business by appropriately presenting professional goals and objectives and setting themselves apart via resume and CV models.

Students will be required to purchase a course pack for assignments. Price is approximately \$79 and non-refundable.

Engaging Students Online Educ X477.21 (2 units)

Those looking for the best trainers and teachers to facilitate or teach online know that a student's active engagement in the learning environment enriches the learning experience and provides feedback as to whether desired outcomes are being met. This online course explores various avenues, techniques, and best practices that the online instructor can utilize in order to engage students online in the virtual classroom. Students will also explore the various professional resources and technology tools available to assist in efficiently and effectively maintaining a busy online classroom.

Moving Back and Forth: Teaching In Class and Online And Using the Best Techniques From Both Educ X477.22 (3 units)

In order to provide classroom teachers, trainers and facilitators with a career option that includes online instructional opportunities and to provide this audience with an opportunity to assess utilization of tools currently used, the course will explore the most effective online and traditional classroom teaching requirements, methods, and tools and provide instruction in how the same tools and methods can be utilized in the varied class settings. Bloom's theories, technology tools, peer learning, effective team learning, assessments, grading tools, discussion management, course goal setting, teaching values and modeling ethical standards, improving thinking quality, and avoiding exploitation and discrimination are some of the topics that will be explored.

Online Instruction: Managing Virtual Teams (Lab)

Educ X477.23 (1.5 units)

Virtual teams are a key aspect of most online courses and a growing facet of the modern organization. Exceptional online instructors and trainers utilize teams for projects and other learning activities as well as to build networks within the virtual learning environment. In addition, master instructors and trainers may be required to build and manage virtual teams of teaching assistants and training assistants. Many master online instructors are expected to build and virtually manage a team of online teaching assistants. In the business world, managers may be facilitating teams that are geographically spread across the globe. Mastering the ability to build and manage virtual teams is a value add that should be on the CV of every well skilled online instructor, trainer and manager.

Excelling in the Interview and the Online Classroom: Best Practices

Educ X477.24 (2 units)

Interviewees are often asked to present their teaching philosophy, to provide example messages that will be written to students and to discuss best practices for excelling as an online instructor or trainer. This course helps the student prepare all of these including a personalized teaching philosophy and typical messages to introduce the instructor as well as to introduce topics, convey expectations and promote participation. Students will also study online success stories and online failures in order to refine communications that will build trust, promote participation and convey expectations.

Tax, Risks Management and Legal Implications of the Online Teaching Career

Mgmt X477.3 (3 units)

Whether you teach one online class or a multitude of classes, you are running a business. Do you want to ask for employee status or work as an independent contractor? What contractual terms should you insist upon and which terms should you watch for? Do you need to carry some type of insurance? Are there tax ramifications that you should be aware of? Who owns the material that you create for the course you are teaching? This class will focus on the tax, risk management and legal questions you may not even know that you have.

International Opportunities to Teach Online Educ X477.25 (1.5 units)

Throughout the world, educational institutions are offering online courses and looking for well qualified online instructors and trainers. In order to throw your CV into the international ring, you not only need to know how to find these opportunities but you need to understand the legal and risk management hoops you may need to jump through in order to be eligible to apply for and land these jobs.

Across State Lines - Teaching Opportunities in States Other Than Where You Reside Educ X477.26 (1 unit)

Applying for an online teaching position in a state other than that of your residence may not be as simple as checking out employment ads online and emailing a resume. Learn about credentialing requirements, residency requirements, tax considerations and other state specific expectations.

Efficiency Tools for the Online Instructor Mgmt X477.4 (1.5 units)

Juggling multiple online classrooms? Juggling multiple online student expectations and deadlines? Trying to keep track of responsibilities involved with teaching an online course while working a "day job"? This course delves into the tools available to stay on top of all the deadlines, projects and expectations. Time management and project management will be discussed and practiced. Students will assess virtual notebooks, calendar managers, email management, macro recorders, and other tools for staying organized as well as tools for interacting efficiently but effectively with learners.

ELECTIVE COURSE DESCRIPTIONS

Introduction to Project Management Principles and Practices

Mgmt X442.28 (2.5 units)

Businesses use project management to manage projects and achieve outcomes typically with limited resources and under limited time constraints. This intensive, hands-on course provides an overview of the principles that underlie project management and covers the fundamental skills needed to enhance the outcome of any project. Gain a working knowledge of the nine major areas of the Project Management Body of Knowledge (PMBOK as defined by the Project Management Institute) including human resources management, communications management, scope management, quality management, scheduling/time management, cost and resource management, risk management,

contract/procurement management, and project integration.

Management of Multiple Projects Mgmt X478.6 (2.5 units)

Managing multiple projects typically presents different and additional challenges to the project manager compared with the management of a single large project. This advanced course builds on project managers' previously acquired knowledge and skills in the areas of scope, time, cost, risk, human resources, and leadership and teambuilding through a combination of lecture and team-based learning exercises. Basic knowledge and competence in all of the aforementioned areas is highly recommended. These skills include planning for and delivering appropriate and timely communications and advanced negotiating abilities to effectively manage multiple stakeholders, task and project prioritization and grouping, and efficient resource allocation utilizing the theory of constraints. Scheduling techniques to balance resource utilization and project risks with desired responsiveness lead to optimal project outcomes, while minimizing conflicts. Team exercises focus on the assessment of project environments through stakeholder analysis and an adaptable multi-project simulation to reinforce the benefits of cooperation for mutual gain among competitors. Participants will learn to select the most effective strategies and responses, whether multiple small independent projects, portfolios, or large programs are encountered.

Project Management Using MS Project 2007 Mgmt X474.24 (1.5 units)

This course will provide an overall understanding of the fundamentals of project scheduling with use of Microsoft Project for Windows. It will emphasize the importance to the project manager of first defining the total project with use of a Work Breakdown Structure (WBS), then formally issuing and controlling the project with use of a Project Master Schedule (PMS). Class participants will learn the major area of knowledge for planning projects with Microsoft Project 2007 software. This course will provide participants the skills needed to enhance the outcomes of their projects.

**Communication in the Business Environment
Mgmt X497.2 (2 units)**

Virtually everything that we do in business involves working with people in person one on one, in groups, in writing, by phone or through a myriad of other electronic means. In today's highly competitive business world, it is more important than ever to recognize and study the significant role communication plays in our lives. As employees at all levels, how well we communicate in a large part determines how successful we will be on the job, and our level of personal job satisfaction. This course is for individuals at all levels in all types of businesses/organizations who desire to polish and/or develop additional communication skills in formal and informal settings. Through interactive discussions, role plays and activities the following areas are covered: verbal and nonverbal communication; defensive/supportive communication; assertiveness, submissiveness and aggressiveness; active listening; receiving and providing criticism; team building; delegation of responsibilities; empowerment; management and sales strategies; leadership; customer service; interviewing/recruiting; conflict resolution.

**Ethics in the Workplace: Dilemmas and Decisions
Mgmt X497.3 (1 unit)**

This course will focus on the critical ethical implications of managerial decision making. The emphasis will be on the link between personal values, community values, and ethical standards in any decision-making situation. Organizational leaders will understand the ethical quandaries in which they can find themselves and learn how to handle them. Students will also learn how to identify and avoid ethical decision-making traps. The students will also explore the critical links between beliefs, values, and ethics and learn how make decisions when these decision-making elements don't align. Students will also have the opportunity to assess their own ethical perspective and learn how to collaborate and work with others who begin with a different perspective.

UNIVERSITY OF CALIFORNIA, IRVINE
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APPLICATION FOR CANDIDACY

Certificate Program in The Business of Teaching Online

This form must be submitted, along with a filing fee of \$125, prior to completion of the third course in the Program.

NAME Mr. Mrs. Ms.

HOME ADDRESS

CITY

STATE

ZIP

PHONE: DAY

EVENING

SOCIAL SECURITY NUMBER

JOB TITLE

EMPLOYER

EMPLOYER ADDRESS

Payment must be included with application.

MY CHECK FOR \$125 IS ENCLOSED (Payable to Regents of University of California).
CANDIDACY FEE IS NONREFUNDABLE AND NONTRANSFERABLE.

CHARGE TO: VISA MASTERCARD AMERICAN EXPRESS

ACCOUNT NUMBER

EXP DATE

AUTHORIZED SIGNATURE

Mail To:

UNIVERSITY OF CALIFORNIA, IRVINE
UNIVERSITY EXTENSION
STUDENT SERVICES
PO Box 6050, IRVINE, CA 92616-6050

OR FAX TO: (949) 824-2090

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