

**East Central Technical College
Staff Development Program
Application for Professional Learning Unit Credit
Prior Approval Form**

Participant's Name: _____

Home Address: _____

School System: _____

Certification Type: _____ Position: _____

Date of Birth: _____ Social Security #: _____

Name of Course: Spreadsheet Fundamentals (BUS 202)

Description of Course:

Spreadsheet Fundamentals is the third course of the Computer Applications Specialist Technical Certificate. This course is a 50-hour course to enhance the knowledge base of spreadsheet application software of K-12 educators in the East Central Technical College's service area. Teachers will acquire necessary skills to implement technology in their classroom. Spreadsheet Fundamentals is being offered for three (3) PLU credits.

Participants will be able to attend the course on-campus, one-night per week for one quarter (each quarter lasts approximately 10-weeks). Participants may also choose to take the course entirely online utilizing the Blackboard Web format. Regardless of taking the on-campus or online course, the course will give the participants hands-on experience in each of the course topics. Thus, the participants will receive tools to increase the technology used during their classroom lectures/labs.

Location of Course: East Central Technical College

Date(s) of Course: Quarterly for 10 weeks

I hereby approve this person's participation in the above named Professional Learning Unit Credit Program. I further certify that the goals and objectives of this course are consistent with the goals and improvements objectives of this school system.

System Superintendent or
Staff Development Coordinator

Date of Approval