

**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 #: \_\_\_\_\_

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Name of Course:     Introductions to Computers (SCT 100)

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**Description of Course:**

Introduction to Computers is the first course of the Computer Applications Specialist Technical Certificate. This course is a 50-hour course to enhance the knowledge base of basic computer operations and 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. Introduction to Computers is being offered for three (3) PLU credits.

Participants will be able to attend the course on-campus, one-night per week for a 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.

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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.

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System Superintendent or  
Staff Development Coordinator

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Date of Approval