Salary Advancement Course Request

Name:_____Division:_____Department:_____Date: _____

Check Proposed Educational Technology courses:

Course	Title	Units
_____EDT 50	Preparation for Online Learning	1
_____EDT 77	Using Mindmapping Tools in Education	2
_____EDT 110	Introduction to Educational Technology	2
_____EDT 112	Creating Virtual Curriculum	3
_____EDT 116	Digital Literacy for Educators	3
_____EDT 122	Fundraising/Grant Writing for Educators	2
_____EDT 123	Internet Tools for Educators	2
_____EDT 124	Using Mobile Technology in Education	3
_____EDT 125	Fundamentals of Online Teaching	2
_____EDT 132	Using Audio in the Classroom	2
_____EDT 133	Spreadsheets for Educators	3
_____EDT 134	Word Processing for Educators	3
_____EDT 135	Slide Presentation Software for Educators	3
_____EDT 136	Databases for Educators	3
_____EDT 137	Creating Educational Media	2
_____EDT 139	E-Portfolios for Education	2
_____EDT 140	Exploring Assistive Technology in Education	3
_____EDT 141	Web Design for Educators	2
_____EDT 150	Podcasting in Education	2
_____EDT 151	Online Communication for Educators	2
_____EDT 170	Using a CMS/LMS for Education	2

Total number of units proposed: _____   Total number of units approved: _____

Reason(s) for your request: _____

Date:_____Approved: _____

Dean of Academic Affairs

The maximum number of EDT units for column advancement is **10 units per academic year**. The Office of Human Resources must receive official transcripts verifying units granted for completion of these classes before column advancement.

Upon approval please send a copy to the following:

Linda Clowers --- Office of Academic Affairs   Human Resources --- Employees File   Employee Copy

Revised: 3/18/08; 5/20/10; 9/25/13; 3/5/16; 3/30/17; 3/27/2020; 5/18/2020