

Example: CCS Professional Development Course Information Form

Please save this form by adding your course's title to the phrase "Course Information Form" (*i.e., Fun with the 4 C's Course Information Form*).

When you have completed a response for each row of required information, please share this form with denisenunners@ccs.k12.nc.us and jenniferlgraham@ccs.k12.nc.us.

Thank you!

Required Information	Point of Contact's Responses
Course Title:	Fun with the 4 C's
Date(s)/Times of Course:	January 8, 2019 4:00 - 6:30 pm January 10, 2019 4:00 - 6:30 pm January 15, 2019 4:00 - 6:30 pm January 17, 2019 4:00 - 6:30 pm
Location: <i>(If you are requesting a meeting space at ERC, a member of the PD Team will need to confirm room availability and update the ERC calendar before course information can be posted.)</i>	ERC (would prefer room 3 or 4 if available)
Name of Course Facilitator (Instructor):	Jennifer Graham
Email and Phone Number of Course Facilitator:	jenniferlgraham@ccs.k12.nc.us (910) 829-4490
Please list responsible party, if this is a paid facilitator:	Dr. Theresa Perry
Name of Contact Person:	Dr. Theresa Perry
Email and Phone Number of Contact Person:	theresaperry@ccs.k12.nc.us (910) 678-2537
Credit Types:	<i>(Digital Learning Competencies; K-5 Literacy; Academic Content; School Administration)</i> Digital Learning Competencies
Total CEU Credit(s)/Contact Hours to be earned, if applicable:	1.0 CEU/10 hours
Target Audience:	K-12 Teachers, Instructional Coaches,

	Administrators
Course Description:	How do you provide opportunities for your students to collaborate, communicate, think critically, and create? The goals of this course are to examine the 4 C's for today's learners, to explore digital tools that encourage student use of the 4 C's, and to connect content and resources to the NC Digital Learning Competencies for Classroom Teachers. We will use the Google Suite for Education and other fun digital tools during this professional learning adventure!
Course Disclaimer (<i>Optional - may be used to describe prerequisites, CEU limitations, etc.</i>):	Participants should bring a device that will allow them to easily access/contribute to Google apps.
Minimum and maximum number of participants:	Minimum: 10 Maximum: 30
Registration Start Date:	December 3, 2018
Registration End Date: (at least one week prior to class start date)	December 17, 2018
Will ice be needed: (provided if requested in advance)	No
Equipment Needs:	LCD projector, screen, speakers, microphone
Name of the Executive Director/Associate Superintendent Responsible:	Dr. Wilson-Norman
Date of form submission and planned course posting:	November 26, 2018

Coffee is available in the ERC Break/Mailroom for your convenience.

The course facilitator and/or point of contact will be responsible for session set-up and clean-up beyond the basic equipment provisions made by the PD team daily.

The ERC is not responsible for copies, office supplies/paper products, and/or food serving items.