

COURSE INFORMATION

COURSE TITLE:	DATE:
TIME:	CLASSROOM NUMBER:
COURSE LENGTH (ON-DUTY HRS):	CAPACITY:

COURSE DESCRIPTION (Please Attach):

Course Material/Grouping (Check)

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| <input type="checkbox"/> Administrative
<input type="checkbox"/> Adult Basic Education
<input type="checkbox"/> Apprentice
<input type="checkbox"/> Artificial Intelligence
<input type="checkbox"/> Biological Sciences
<input type="checkbox"/> Career Planning
<input type="checkbox"/> Clerical
<input type="checkbox"/> Communication Skills
<input type="checkbox"/> Computer Hard/Software
<input type="checkbox"/> Computer Office Automation/AIM
<input type="checkbox"/> Computer Prog/Prog Languages
<input type="checkbox"/> EEO/Race/Ethnic Studies
<input type="checkbox"/> Earth Sciences
<input type="checkbox"/> Engineering-Applications
<input type="checkbox"/> Engineering-Aeronautics
<input type="checkbox"/> Engineering-Aerospace
<input type="checkbox"/> Engineering-Chemical
<input type="checkbox"/> Engineering-Civil
<input type="checkbox"/> Engineering-Electrical/Electronic
<input type="checkbox"/> Engineering-General | <input type="checkbox"/> Engineering-Mechanics/Mechanical
<input type="checkbox"/> Engineering-R&QA
<input type="checkbox"/> Engineering-Safety
<input type="checkbox"/> Engineering-Science Support
<input type="checkbox"/> Engineering-Systems/Industrial
<input type="checkbox"/> Executive & Management
<input type="checkbox"/> Finance/Accounting/Auditing
<input type="checkbox"/> Foreign Language
<input type="checkbox"/> General
<input type="checkbox"/> Human Factors
<input type="checkbox"/> Information/Communication Mgmt
<input type="checkbox"/> Interpersonal/Office Mgmt
<input type="checkbox"/> Legal
<input type="checkbox"/> Legal/Medical/Scient Engr
<input type="checkbox"/> Logistics
<input type="checkbox"/> Mathematics/Statistics
<input type="checkbox"/> Medical/Biomedical
<input type="checkbox"/> NETS/Quality Circles
<input type="checkbox"/> Organization Retreats
<input type="checkbox"/> Orientation | <input type="checkbox"/> Other Administrative
<input type="checkbox"/> Personnel
<input type="checkbox"/> Physical Sciences
<input type="checkbox"/> Policy/Program/Mgmt Analysis
<input type="checkbox"/> Pre-Retirement
<input type="checkbox"/> Procurement
<input type="checkbox"/> Productivity
<input type="checkbox"/> Profess/Personal Development
<input type="checkbox"/> Programs/Project Management
<input type="checkbox"/> Public/Business Admin.
<input type="checkbox"/> Quantitative Analysis
<input type="checkbox"/> Safety Systems/Operations
<input type="checkbox"/> Safety/Health
<input type="checkbox"/> Sales/Marketing/Cust Service
<input type="checkbox"/> Security/Investigation
<input type="checkbox"/> Software Mgmt/Sys Software
<input type="checkbox"/> Supervisory
<input type="checkbox"/> Supply
<input type="checkbox"/> Telecommunications/Networking
<input type="checkbox"/> Trade/Craft/Apprentice/Tech |
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Skills	Target Audience	Learning Objectives

Vendor:	Address:
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Phone Number:	Amount of Course:
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Room Configuration (Check)	Format (Check)
<input type="checkbox"/> Classroom <input type="checkbox"/> T-Shape <input type="checkbox"/> Computer <input type="checkbox"/> U-Shape <input type="checkbox"/> Conference <input type="checkbox"/> Electronic Meeting System <input type="checkbox"/> L-Shape <input type="checkbox"/> Debate	<input type="checkbox"/> Audio <input type="checkbox"/> Lecture <input type="checkbox"/> CD-ROM <input type="checkbox"/> Interactive Video <input type="checkbox"/> Computer Based <input type="checkbox"/> VHS <input type="checkbox"/> Instructor Led

Equipment (Check)	Training Level (Check)
<input type="checkbox"/> Analog Phone <input type="checkbox"/> Flip Chart <input type="checkbox"/> Screen <input type="checkbox"/> Conference Phone <input type="checkbox"/> Overhead <input type="checkbox"/> TV/VCR <input type="checkbox"/> Computer <input type="checkbox"/> Pic-Tel <input type="checkbox"/> Whiteboard <input type="checkbox"/> EMS Setup <input type="checkbox"/> Projector	<input type="checkbox"/> Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced

For Employee Development Use Only

DCN#:	H-ORDER Number:
Employee Development Assistant:	Date Processed: