

**COURSE INFORMATION BUILD SHEET**

Agency Course? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course Name:	Course ID:	Course Occurrence #:
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**FORMAT (Check Appropriate Option)**

<input type="checkbox"/> Audio	<input type="checkbox"/> CD-ROM	<input type="checkbox"/> DVD	<input type="checkbox"/> Interactive Video	<input type="checkbox"/> Facilitator	<input type="checkbox"/> Computer-based	<input type="checkbox"/> Distance Learning
<input type="checkbox"/> Book	<input type="checkbox"/> VHS	<input type="checkbox"/> OJT	<input type="checkbox"/> Instructor Led	<input type="checkbox"/> Conference	<input type="checkbox"/> Web-based	

**COURSE MATERIAL GROUPING (Check Appropriate Option)**

<p><b>Executive &amp; Mgmt - 10</b></p> <input type="checkbox"/> Executive & Management - 10	<p><b>Administrative - 40</b></p> <input type="checkbox"/> Public/Business Administration - 4A <input type="checkbox"/> Finance/Accounting/Auditing - 4B <input type="checkbox"/> Personnel - 4C <input type="checkbox"/> EEO/Race/Ethnic Studies - 4D <input type="checkbox"/> Procurement - 4E <input type="checkbox"/> Policy/Program/Mgmt Analysis - 4G <input type="checkbox"/> Quantitative Analysis - 4H <input type="checkbox"/> Information/Communication Mgmt - 4J <input type="checkbox"/> Safety Systems/Operations - 4K <input type="checkbox"/> Security/Investigation - 4N <input type="checkbox"/> Logistics - 4P <input type="checkbox"/> Supply - 4Q <input type="checkbox"/> General Safety/Health - 4R <input type="checkbox"/> Foreign Language - 4S <input type="checkbox"/> Program/Project Management - 4U <input type="checkbox"/> Sales/Marketing/Customer Service - 4Y <input type="checkbox"/> Other Administrative - 4Z	<p><b>Trade/Craft/Apprentice/Tech - 70</b></p> <input type="checkbox"/> Apprentice - 7A <input type="checkbox"/> Engineering/Science <input type="checkbox"/> Support/Journey person/Technician - 7B <input type="checkbox"/> Other Trade/Craft/Apprentice/Tech - 7Z
<p><b>Supervisory - 20</b></p> <input type="checkbox"/> Supervisory - 20	<p><b>Integrated Financial Mgmt Program - 50</b></p> <input type="checkbox"/> IFMP Agency Wide Training - 50	<p><b>General - 80</b></p> <input type="checkbox"/> Orientation - 8A <input type="checkbox"/> Career Planning - 8B <input type="checkbox"/> Pre-retirement - 8C <input type="checkbox"/> Adult Basic Education - 8D <input type="checkbox"/> Total Quality Management - 8E <input type="checkbox"/> Productivity - 8F <input type="checkbox"/> Professional/Personal Development - 8G <input type="checkbox"/> Communication Skills - 8H <input type="checkbox"/> Organization Retreats - 8R <input type="checkbox"/> Conferences/Symposiums/Meetings - 8S <input type="checkbox"/> Other General - 8Z
<p><b>Legal/Med/S&amp;E - 30</b></p> <input type="checkbox"/> Legal - 3A <input type="checkbox"/> Medical/Biomedical - 3B <input type="checkbox"/> Physical Science - 3D <input type="checkbox"/> Earth Sciences - 3E <input type="checkbox"/> Biological Science - 3E <input type="checkbox"/> Human Factors - 3F <input type="checkbox"/> Mathematics/Statistics - 3H <input type="checkbox"/> Engr - General - 3J <input type="checkbox"/> Engr - Aeronautics - 3K <input type="checkbox"/> Engr - Aerospace - 3M <input type="checkbox"/> Engr - Chem/Petro/Nuclear - 3N <input type="checkbox"/> Engr - Civil - 3P <input type="checkbox"/> Engr - Electrical/Electronic - 3Q <input type="checkbox"/> Engr - Mechanics/Mechanical - 3R <input type="checkbox"/> Engr - R&QA - 3S <input type="checkbox"/> Engr - Systems/Industrial - 3T <input type="checkbox"/> Engr - Safety - 3U <input type="checkbox"/> Other Legal/Medical/Scientific - 3W	<p><b>Clerical - 60</b></p> <input type="checkbox"/> Basic Clerical - 6A <input type="checkbox"/> Interpersonal/Office Management - 6B <input type="checkbox"/> Administrative Systems - 6C <input type="checkbox"/> Other Clerical - 6D	<p><b>Computer Hardware/Software - 90</b></p> <input type="checkbox"/> Telecommunications/Networking - 9A <input type="checkbox"/> Computer Prog./Prog. Languages - 9B <input type="checkbox"/> Computer Engr - Applications - 9C <input type="checkbox"/> Computer Office Automation/AIM - 9D <input type="checkbox"/> Software Mgmt/System Software - 9E <input type="checkbox"/> Artificial Intelligence/Expert System - 9F <input type="checkbox"/> Other Computer Hard/Software - 9Z

Course Description: (or attach)

# of Days Scheduled:	Hours Per Day:	Course Type: <input type="checkbox"/> Classroom <input type="checkbox"/> Learning Center	Self Enroll? <input type="checkbox"/> Yes <input type="checkbox"/> No
Capacity:	# Credit Hours:	# CEUs:	ISO 9000 Course? <input type="checkbox"/> Yes <input type="checkbox"/> No
Level: (Check if Appropriate) <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced			

**COURSE OCCURRENCE INFORMATION**

Course Cost:	Dates of Training:	Begin Time: End Time:	Location/Room:
Instructor:	Vendor Address:	Vendor Phone Number:	Display in NORS: <input type="checkbox"/> Yes <input type="checkbox"/> No
Direct Cost Code:	Indirect Cost Code:	Source of Training Code:	Special Interest Code:
POC:	Books/Material Cost:	Participant Cost:	Other Direct Cost:
Indirect Cost:	On-Duty Hours:	Off-Duty Hours:	Academic Credit Code: