

SAMPLE PROFESSIONAL/TECHNICAL TRAINING SUMMARY SHEET

Name: John Smith **Student ID:** N00000000 **Date:** 10/02/02
Address: 1234 Strawberry Lane Wichita KS 12345
Street Number City State Zip
Phone No. 316-555-5555 ext. 123 / 316-444-4444 after 6 p.m.
Work Home
Location: Wichita **Program:** BMP **Number:** 69
Program Start Date 9/2/02 **Program Ending Date** 3/21/03

Dates	Hours	Title	Category	Ref. Page
1/1/67	3	Army Management Information System	Business	1
1/2/68	30	Army Budgeting I	Business	2
1/3/69	2	AMS Update	Business	3
1/4/70	3	Engineer Projects	Business	4
1/5/71	2	Local Purchase/Contract Procedure	Business	5
	<i>*40 (1)</i>	<i>Subtotal</i>		
1/6/72	40	Data Entry/File Inquiry	Computer Training	6
1/7/73	40	Introduction to End User Computing	Computer Training	7
1/8/74	32	Database Management Courses	Computer Training	8
1/9/75	32	Advanced Integration	Computer Training	9
1/10/76	36	LOTUS 1-2-3	Computer Training	10
	<i>*180 (4)</i>	<i>Subtotal</i>		
1/11/77	20	We Care Training	Career Development	11
1/12/78	10	How to Give Exceptional Customer Service	Career Development	12
1/13/79	3	Personal Profiles	Career Development	13
1/14/80	3	Building Success Attitudes	Career Development	14
1/15/81	3	Team Building	Career Development	15
1/16/82	8	Leadership Skills for Women/Men	Career Development	16
1/17/83	5	Quality Circle	Career Development	17
1/18/84	40	Intern Leadership Development Course	Career Development	18
1/19/85	60	Crossroads of Leadership	Career Development	19
	<i>*152 (3)</i>	<i>Subtotal</i>		
1/20/86	120	The Life & Learning of the Apostle Paul	Religion	20
	<i>*120 (3)</i>	<i>Subtotal</i>		
1/21/87	16	Resource Management	Supervision/Management	21
1/22/88	16	Review and Analysis	Supervision/Management	22
1/23/89	13	Manpower Management	Supervision/Management	23
1/24/90	15	Work Measurement	Supervision/Management	24
1/25/91	4	Management Survey	Supervision/Management	25
1/26/92	3	Manpower Survey Report	Supervision/Management	26
1/27/93	40	Admin. Systems Analysis & Design	Supervision/Management	27
1/28/94	4	Resource Management Efficiency/Savings Prog	Supervision/Management	28
1/29/95	40	Resource Management Introductory Course	Supervision/Management	29
1/30/96	80	Manpower and Force Management	Supervision/Management	30
	<i>*231 (5)</i>	<i>Subtotal</i>		
	643	Total of ESTIMATED Clock Hours		
	16	Total of ESTIMATED Semester Hours		

I am requesting 13 credit hours.

John Smith
Signature

Date