

EMPLOYEE NAME - CLASSES AND WORKSHOPS

SU Department Course Code	Date Attended	Class / Workshop Title	Hrs	Course Fee:	
				FY 02-03	Prior Years
Training and Organizational Development					
		For New Employees			
		Compass Program			
		Work Effectiveness			
		Communication with Others			
		Leading Others			
		Certificates			
Administrative Systems Application Support					
		Human Resources			
		Student Administration			
Financial Policies and Procedures					
		Tutorials on Forsythe via Publish command			

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				FY 02-03	Prior Years
Accounting					
Travel					
Sponsored Projects					
Certificates					
Purchasing					
Property					
Environmental Health and Safety					
ITSS Technology Training Services					
Prism					
Administrative Systems					
Fundamentals of Microcomputing and Peripherals					
Word Processing					

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SU Department	Course Code	Date Attended	Class / Workshop Title	Hrs	Course Fee:	
					FY 02-03	Prior Years
			Spreadsheets			
			Desktop Presentations and Publications			
			Database Management			
			Project Management			
			Electronic Mail			
			Internet/Web Design			
			Online Computer-Based Training (CBT) Classes			
TOTALS				0.0	\$ -	\$ -
BALANCE AVAILABLE from \$1,200 per Fiscal Year					\$ 1,200	