

CWU PTMTP Student Credit Worksheet

Participants can use this worksheet to evaluate and track their credits.
It is NOT to be included with the Graduate Application.

<u>Credit Category</u>	<u>Class Title</u>	<u>Credits</u>	<u>Date</u>
Personnel Management (6)			
Supervisory Skills			
Human Resource Management			
Leadership			
Team Management			
Level 1, 2, 3 or 4 (3 cr.)			
Total Credits			
Communications Skills (6)			
Public Speaking			
Technical Writing			
Business Writing			
Public Relations			
Listening Skills			
Level 1, 2, 3, or 4 (3 cr.)			
Total Credits			
Fiscal Management (6)			
Practical Accounting			
School Finance			
Level 1, 2, 3 or 4 (3 cr.)			
Total Credits			
General Management (6)			
Computer Applications			
MS Word			
MS Excel			
MS Outlook			
Desktop Publishing			
Office Management			
Problem Solving			
Time Management			
Level 1, 2, 3 or 4 (3 cr.)			
Total Credits			
Grand Total Credits			

Notes on Core Program Credits:

- Each 3 credits earned from CWU Core Levels can be applied to a single subject area, and cannot be split.
- No more than 3 Core Level credits can be applied to any single subject area.