

# Computer Training for State Employees

Delaware Economic Development Office - Workforce Development has awarded Blue Collar training funds to the Office of Management and Budget for state workers to enroll in computer classes at Delaware Technical & Community College.

## **Stanton Campus Course Registration Form from February 1<sup>st</sup> - June 30<sup>th</sup>, 2010\***

For questions and/or additional information contact Quin Long at (302) 453-3011 or via email at: qlong@dtcc.edu

Name:		Job Title:	Employee ID#:
Department:	Division:	Email Address:	
Day Phone:	Evening Phone:	Mobile Phone:	
Work Mailing Address:			State Location Code:

Have you previously taken courses at Delaware Technical & Community College?      YES      NO

### COURSE INFORMATION

Course #	Course Title	Dates	State Discount Cost	Payment Method	Supervisor Initials
41438/EYF 714	<i>SAMPLE COURSE</i> Intro to MS Word	1/4-1/5	\$220	\$220	<i>MS</i>
			Fee Waived	DEDO	
			Fee Waived	DEDO	
			Fee Waived	DEDO	
			Fee Waived	DEDO	
			Fee Waived	DEDO	
<b>SUPERVISOR INFORMATION</b>			<b>TOTAL</b>	Fee Waived	DEDO

Name  
(Please print): \_\_\_\_\_

Day Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I support this employee attending the course above. If an applicant or substitute does not attend class, the agency will be billed the class price.  
**The fee for 6 hour classes is \$120; 12 hours is \$220.**

Supervisor  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PAYMENT INFORMATION

Use DEDO Blue Collar training funds for course payment. Limited funding available and is based on a first come, first served basis.

Rescheduling or substitutions are permitted by contacting Elaine Rathmanner at (302) 453-3006 or by emailing her at erathman@dtcc.edu no later than two business days before the scheduled class start date.

\*Once DEDO funds are expended, Delaware Tech will notify any applicant whose registration is in progress to verify if agency funding is available as a means of payment.

Please fax registration form to: (302) 292-3873

Class size is limited. Registrations accepted on a first come, first served basis.

Confirmation sent via postcard or email to the class participant if registration is received 48 hours prior to class start.