

Office of Management and Budget - Human Resources Management
 Delaware Technical & Community College
 CORPORATE AND COMMUNITY PROGRAMS
Terry Campus

Computer Training for State Employees

Delaware Tech is pleased to offer computer classes at a discounted rate. The fee for 6 hour classes is \$115; 12 hours is \$215.
 For questions and/or additional information contact Lisa Stahley at (302) 857-1400 or via email at: lstahley@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	Cost	Amount Authorized	Supervisor Initials
41438/EYF 714	<i>SAMPLE COURSE</i> Intro to MS Word	1/4-1/5	\$215	\$215	<i>MS</i>

SUPERVISOR INFORMATION

Name
 (Please print): _____

Day Phone: _____

Email: _____

I support this employee attending the course above and commit to paying any registration fees.

Supervisor
 Signature: _____ Date: _____

TOTAL					
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PAYMENT INFORMATION

State Issued Super Card Information ONLY:
 Name
 (On card): _____

Card #: _____

Exp. Date: _____ 3 digit code on back of card: _____

Authorized Signature: _____

Please fax registration form to: (302) 857-1452
 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.