

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.

Terry Campus Course Registration Form from February 1st - June 30th, 2010*

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	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	
SUPERVISOR INFORMATION			TOTAL	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) 857-1450

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.