

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 \$120; 12 hours is \$220.  
 For questions and/or additional information contact Summer Jopp at (302) 857-1400 or via email at: sjopp@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	\$220	\$220	<i>MS</i>

<b>SUPERVISOR INFORMATION</b>	<b>TOTAL</b>
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Name  
 (Please print): \_\_\_\_\_

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

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

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

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

**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) 857-1450  
 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.