COMPUTER TRAINING
Coupon Request Form

Human Resources has purchased training coupons for administrative and support staff to attend computer training courses at New Horizons Computer Learning Center in Fairborn, Ohio. New Horizons offers a variety of computer software application courses. Course descriptions and class dates are available on their website at www.newhorizons.com. You are responsible for class registration. You can register online or call New Horizons at 937-427-0111. To request a coupon, please complete the information below and return to Human Resources. Once approved, your coupon will be sent to you via campus mail.

Faculty members who wish to attend a class must provide an account number in the space indicated below. If you have questions or need assistance, please contact Human Resources at #7517.

1. Please indicate the type of class and the date you wish to attend.

2. Outline the professional and personal benefits of attending this class.

Applicant signature: _____

Supervisor/Dept. Chair Approval: _____

Account Number: _____

(For faculty use only. Cost - $75 per class.)

For Human Resources Use Only

Approved by: _____ Date: _____

Coupon Number and Date Distributed: _____