



Dauphin County Technical School – Adult Ed
6001 Locust Lane
Harrisburg, PA 17109
717-652-3170 ext 7445 or 7436
Fax: 717-901-6766
www.workforcedev@dcts.org

Microsoft Office Suite

Invest in Yourself or Someone Else

The Microsoft Office Suite program will consist of an introduction to Microsoft Office Word and Excel Spreadsheets.

Cost \$220 (*We accept Visa, MasterCard & Discover*)

Acceptable forms of payment:

Personal Pay: Credit/Debit or Money Order, or Cash

Company Pay: Company Credit Card or Company Check

Registration and fee deadline is one week prior to the first class. Individuals are not considered registered with DCTS until payment is made and a completed application is submitted to the Adult & Continuing Education Office

December 3 – December 12, 2018

Mon. & Wed.

5:30p – 9:00p

March 18 – April 3, 2019

Mon. & Wed.

5:30p – 9:00p

Space is limited so sign up early to confirm your seat.



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Course Registration Form

Course Title: _____ Course Date: _____

Please Complete All Information Below

Last Name: _____ First Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ E-Mail: _____

Home/Cell Phone: _____ Work Phone: _____

Employer: _____

PAYMENT METHOD

Circle One: Check (Payable to DCTS) VISA MC DIS MO CASH

I authorize the Business Office at DCTS to charge my credit/debit card as circled above.

Amount to be charges: \$ _____ Authorized Signature: _____

How did you hear about DCTS? Former Student Employer Internet Radio Facebook
Family Friend Close to home/work Other

The PA Department of Education requires the following information. Please check the appropriate box.

Gender: Male _____ Female _____ **Ethnicity:** Hispanic _____ Non-Hispanic _____

Race: Am. Indian or Alaskan Native _____ Caucasian _____

Black/African American _____ Multi-Racial _____

Native Hawaiian/Other Pacific Islander _____ Asian _____

 **No refunds will be granted after class has begun.**