**Correspondence/PC Course**
**Training Application**

**A. Employee Information:**

Employee Name:_____ Company UID:_____

Business Phone: (____)_____BellSouth Company:_____

Job Title:_____Department _____

NCS (Seniority Date)_____ **(Represented must have 6 months net credited service before applying)**

Employment Status: ____Regular Full-time ____Regular Part-time Temporary employees are not eligible for PARTNERSHIP Services

Work Address:_____
(Room Number/Floor-Street Address)

City/State:_____Zip Code_____

**Course Desired**:_____
(You may request up to two courses at a time, however, completion forms must be returned before requesting additional courses)

**Correspondence Course Books**

**CT111** Intro to Fiber Optics
**CT113** Reading Comprehension
**CT208** Basic Electricity
**CT217** Critical Thinking For Working Students
**CT220** Punctuation Plain & Simple
**CT221** Improve Your Writing
**CT222** Ace Any Test
**CT223** Master Math Solving Word Problems
**CT224** Master Math Basic Math & Pre-Algebra
**CT225** Business Spelling and Word Power
**CT226** Take On Listening 2 Listening And Speaking Strategies
**CT304** Basic Electronics
**CT310** Digital Communications & Computer Literacy
**CT803** Accounting
**CT825** Time Management For Busy People
**CT903** Speaking Skills for Business Careers
**CT915** Excel 2003 Quick Steps Fast Reference
**CT920** Word 2003 Quick Steps Fast Reference

**PC/CD-ROM Software (runs on Windows 98,2000,NT4,Me,XP)**

**PC500P** Network Training Basic Electricity Review Course
**PC570P** Basic Electronics
**PC571P** Digital Communications & Computer Literacy
**PC750P** Zenergy Career Coach
**PC755P** Spanish on the Move
**PC850P** Sales Associate Review & Prep
***PC736P** How to Create Web Pages (Box includes FrontPage, Dream Weaver, Photoshop, Web Design &HTML , Publisher and Flash)

***PC739P** Office XP (Box includes Internet Explorer 6.0, Outlook 2002, FrontPage 2002, Publisher 2002, Windows 2000, XP Home Edition, XP Professional and Me, Word 2002, Excel 2002, Access 2002, and PowerPoint 2002)

***Note: This box contain several courses. You must return a completion form for each course to be reflected on your training history/transcript**

**Home Studies**
**ED013H** - Test Orientation Program - Model of the General Qualifications Test - Level II
**ED012H** - Typing Instructor Deluxe - Beginning through Expert

**Certification:** By signing this application, I certify that the information I provided was true and correct, and that this training will be taken during non-work hours. I understand that any training reflected on my job title curriculum path is considered departmental and will not be approved through this process. **These courses are like all Partnership courses and failure to send in a completion results in a 6-month penalty from the program.**

_____ _____
Signature Date

**Return Application:** **Employee Security Partnership** **Or** **Fax To: 404-927-9229**
**Attention: Correspondence Course Administrator**
**675 West Peachtree Street Floor/Room 20U80 Atlanta, GA 30375**