AT&T SOUTHEAST
CORRESPONDENCE/PC COURSE
PROGRAM OVERVIEW

➤ The Correspondence/PC Course Program is administered through the Employment Security PARTNERSHIP.
➤ Regular non-management employees with at least six months net credited service are eligible to participate in the Correspondence/PC Course Program.
➤ Program participation exclusions are as follows: Temporary, Term, and Management employees are not eligible to participate.

PURPOSE

The Correspondence/PC Course Program is designed for employees that desire to continue their personal and professional growth. The courses may place a high degree of demand on the participant, as a result participants are urged to carefully consider the obligation required before registering. Systematic study, conscientious application, and a high degree of self-discipline are the basic requirements of each course.
The Program offers courses in both book and CD formats. Course materials ranges from basic skills to highly technical. Courses are at no cost to the employee. Program benefits/specifications are as follows:

➤ Acquisition of new skills and expansion of incumbent skills via self-paced home study learning.
➤ The student can pursue self-improvement without following the normal demands of full-time school attendance.
➤ Students are allowed 6 months to complete each course
➤ Upon our receipt of notification of completion, the course will be added to your AT&T LSO Training history.

OTHER IMPORTANT INFORMATION

➤ Much time, effort and expense are involved in the administration of each Correspondence/PC course Thus, eligible employees are encouraged to participate
➤ Registration is limited to 2 courses per application.
➤ Failure to send in a completion form within 6 months of enrollment may negatively impact the employee's ability to register for subsequent courses
➤ **Course information will be mailed to the student within 30 days of registration. Please register via the PARTNERSHIP Office by sending a completed application to one of the following:**
  - **Fax: (877) 440-5589**
  - **Email: g15836@att.com**
  - **US Mail: AT&T SE PARTNERSHIP Office**
      754 Peachtree Street, NE
      Suite 7821

EMPLOYEE INFORMATION

Employee Name: _____ AT&T UID: _____

Business Phone: (_____)_____ Company: _____

Job Title: _____ Department: _____

Employment Status: [ ] Regular Full-time   [ ] Regular Part-time

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

City/State: _____ Zip Code: _____

Represented employees must have 6 months net credited service before applying.
TEMPORARY, TERM and MANAGEMENT employees are not eligible for PARTNERSHIP Services.

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

CORRESPONDENCE COURSES

- **CT051** Time Management
- **CT054** Conflict Resolution
- **CT221** Business Writing & Communication
- **CT220** Punctuation Plain & Simple
- **CT903** Speak with Confidence
- **CT223** Master Math Solving Word Problems
- **CT208** Basic Electricity
- **CT304** Basic Electronics
- **CT310 DCCL** Digital Communications

- **CT224** Master Math Basic Math & Pre-Algebra
- **CT803** Accounting
- **CT574** Technical Mechanical III Practice Manual

PC SOFTWARE COURSES

- **PC855P** Typing Plus For Business
- **PC907P** Professor Teaches Microsoft Office 2013 Excel, Outlook, PowerPoint, Word, Access, Office 365, OneNote 2013, Windows 8 1, Internet Explorer

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-working hours. I understand that any training reflected on my job title curriculum path is considered departmental and will not be approved through this process. Failure to send in a completion may have a negative impact on my ability to register for subsequent correspondence courses.

Signature _____ Date _____

Return Application:
Mail To: Employee Security Partnership
754 Peachtree Street, NE
Suite 7B21
Atlanta, GA 30308
Fax: (877) 440-5589
Email: gl5836@att com

Updated 02 13 20