**Introduction to Microsoft Word** – In the Intro course, students will learn the tricks that will help them create, edit, and modify text-based documents easily. The skills taught include examining the working screen; creating new documents; selecting and replacing, copying, or moving text; applying styles; modifying bodies of text; working with headers and footers; spelling and grammar checks; managing files; understanding and using Save As; and previewing and printing documents.

*MDC*  
8:30A – 3:30P  
**Dates:** 9/16  
**Dates:** 11/11  
**Fee:** $100 (includes book)

**Introduction to Microsoft Excel** – The Beginning course introduces students to basic spreadsheet features. Students will learn to manage workbooks, work with cells and cell data, format and print worksheets, create and revise formulas, and create charts from worksheet data. These Excel skills are taught using concepts, examples, and interactive steps.

*MDC*  
8:30A – 3:30P  
**Dates:** 9/23  
**Dates:** 11/18  
**Fee:** $100 (includes book)

**AHA Heartsaver CPR** - teaches lay rescuers how to recognize and treat life threatening emergencies, including cardiac arrest and choking for adult, child, and infant victims. Students also learn to recognize the warning signs of heart attack and stroke in adults and breathing difficulties in children.

*MDC*  
9AM – 3PM  
**Date1:** 9/10  
**Date2:** 11/5  
**Fee:** $50 (Includes book and card)

**5S** - Highly organized, well maintained work areas are fundamental to lean operation. The purpose of this 4 hour course is to teach participants how to apply the principles of 5S to create and maintain a clean, safe, visually organized workplace.

*MDC*  
8:30 AM – 4:30 PM  
**Dates:** 10/10  
**Fee:** $150

**Root Cause Analysis** - The ability to solve problems is critical to all manufacturing and business operations. The purpose of this one day course is to teach participants how to apply a structured problem solving process to systematically identify, analyze, and eliminate the root causes of problems. Both Classroom instruction and hands-on team exercises will be used.

*MDC*  
8:30 AM – 4:30 P  
**Dates:** 10/17  
**Fee:** $295

**Value Stream Mapping** - This one day course teaches participants how to create and use value stream maps to identify sources of waste and streamline production processes.

*MDC*  
8:30 AM – 4:30 PM  
**Dates:** 10/31  
**Cost:** $295
Registration Procedures
1. Select class and campus location
2. Complete registration form on back
3. To secure place in class, payment of class fee must accompany registration.
4. Make check payable to: Lanier Technical College (Fee payment must accompany registration)
5. Mail to: Lanier Technical College Economic Development Office 2990 Landrum Education Dr. Oakwood, GA 30566
6. Fax to: (770) 531-6355 with credit card
7. Questions? Call (770) 531-4500

Admission
All classes are open on a first-come, first-served basis. Class sizes are limited. Check class description. You will not receive written confirmation of your registration; your payment confirms your enrollment.

Cancelled classes and changes
We strive to conduct all scheduled workshops. Lanier Technical College reserves the right to cancel any class due to low enrollment. In the event a class is cancelled, you will be notified and your fee refunded.

CONTINUING EDUCATION REGISTRATION FORM

Name ______________________________________________________ Home Phone ______________________________
Address ______________________________________________________ Business Phone ______________________________
City _________________________ State ______ Zip ____________ County _____________________________________
Company __________________________________ Email address ______________________________________________________
Male/Female ______ Date of Birth ___________ Social Sec. # (optional for transcript purposes) ____________________
How did you hear about us? ___ Friend ___Direct Mail ____ Newspaper ____ Internet/Email ____Catalog

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Payment must accompany registration
☐ Check enclosed (amount) $ ______________________________
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