



Summer 2012

Workforce, Personal, and Student Development

Oakwood Campus

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.

Oakwood Campus
8:30A – 3:30P
Dates: 6/4 or 7/18
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.

Oakwood Campus
8:30A – 3:30P
Dates: 5/21 or 7/9
Fee: \$100 (includes book)

Introduction to Microsoft PowerPoint – In the Beginning course, students will learn how to design PowerPoint presentations on their computers through examples and interactive exercises. They will learn to create presentations from scratch using slide layouts and design templates. In addition, students will learn how to use clip art images and drawing tools to enhance presentations. The student will create and edit tables, as well as how to prepare a presentation for printing and viewing.

Oakwood Campus
8:30A – 3:30P
Dates: 6/11 or 7/16
Fee: \$100 (includes book)

BLS for Healthcare Provider - This course covers core material such as adult and pediatric CPR, foreign-body airway obstruction, and automated external defibrillation.

Oakwood Campus
9AM – 3PM
Date1: 5/24

9AM – 3PM
Date2: 7/26
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.

Oakwood Campus
Dates 6/6
8:30 AM – 12:30 PM
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

Oakwood Campus
Date 5/29
8:30 AM – 4:30 PM
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.

Oakwood Campus
Dates 7/19 or 8/23
8:30 AM – 4:30 PM
Cost: \$295

Blower Door Technology

(Minneapolis Blower Door)

This two day course is intended for beginning through intermediate blower door users. The Blower Door is a diagnostic tool designed to measure the air tightness of buildings and to help locate air leakage sites. Specific approaches and appropriate materials are introduced and demonstrated. Other topics covered are the fundamentals of air exchange, the influence of air sealing on indoor air quality and combustion appliances.. Building air tightness measurements are used for a variety of purposes including: Estimating natural infiltration rates and measuring and documenting the effectiveness of air sealing activities. Course will also cover zone pressure diagnostics, and interpret results. This course will also review the Duct Test. The Duct Test is a calibrated air flow measurement system designed to test and document the air tightness of forced air duct systems in both houses and light commercial buildings.

Oakwood Campus
6:00 PM – 9:00 PM
Date: 2/1 & 2/2
Date: 8/1 & 8/2 or 8/29 & 8/30
Fee: \$499

Introduction to Infrared Thermography

This one day workshop is designed to introduce participants to infrared thermography and to familiarize them with the specific equipment that is available for their use. Participants learn what infrared scanners do and how they can be utilized to evaluate weatherization work. The session involves hands-on use of the equipment as well as classroom instruction.

Oakwood Campus
8a – 4:30p
Date: 7/31
Date: 8/28
Cost: \$199

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

Course Name	Date	Location	Fee (see class listing)

Payment must accompany registration

- Check enclosed (amount) \$ _____
- VISA number _____
- MasterCard number _____
- Expiration Date _____ 3 digit Card Verification Number _____
- Signature _____

**REGISTER BY FAX
WITH
CREDIT CARD
(770) 531-6355**