



# Computer Workshops

Best Value and Highest Quality  
 Computer Training Available  
 \$100 per person  
 Senior Rate (55 or over) \$85

Summer 2012							
Oakwood Campus				Forsyth Campus			
Day	Date	Time	Workshop	Day	Date	Time	Workshop
Wed	5/2	8:30a - 3:30p	Excel Advanced	Tues	5/1	8:30a - 3:30p	PowerPoint Advanced
Mon/Wed	5/7 & 5/9	6p - 9p	Access Advanced	Tues/Thurs	5/1 & 5/3	6p - 9p	Word Advanced
Mon	5/7	8:30a - 3:30p	Word Advanced	Thurs	5/3	8:30a - 3:30p	Access Introduction
Mon/Wed	5/14 & 5/16	6p - 9p	Excel Advanced	Tues	5/8	8:30a - 3:30p	Excel Introduction
Mon	5/14	8:30a - 3:30p	PowerPoint Adv.	Tues/Thurs	5/8 & 5/10	6p - 9p	Outlook Introduction
Wed	5/16	8:30a - 3:30p	Access Introduction	Thurs	5/10	8:30a - 3:30p	Word Introduction
Mon	5/21	8:30a - 3:30p	Excel Introduction	Tues	5/15	8:30a - 3:30p	Outlook Introduction
Mon/Wed	5/21 & 5/23	6p - 9p	Word Advanced	Tues/Thurs	5/15 & 5/17	6p - 9p	PowerPoint Advanced
Mon	6/4	8:30a - 3:30p	Word Introduction	Thurs	5/17	8:30a - 3:30p	PowerPoint Intro
Wed	6/6	8:30a - 3:30p	Outlook Introduction	Tues	5/29	8:30a - 3:30p	Access Intermediate
Mon	6/11	8:30a - 3:30p	PowerPoint Intro	Tues/Thurs	5/29 & 5/31	6p - 9p	Access Introduction
Wed	6/13	8:30a - 3:30p	Access Intermediate	Thurs	5/31	8:30a - 3:30p	Excel Intermediate
Mon	7/9	8:30a - 3:30p	Excel Introduction	Tues	6/5	8:30a - 3:30p	Word Intermediate
Mon/Wed	7/9 & 7/11	6p - 9p	Access Introduction	Tues	6/12	8:30a - 3:30p	PowerPoint Intermed
Wed	7/11	8:30a - 3:30p	Outlook Introduction	Thurs	6/14	8:30a - 3:30p	Access Introduction
Mon	7/16	8:30a - 3:30p	PowerPoint Intro	Tues	7/3	8:30a - 3:30p	Access Introduction
Mon/Wed	7/16 & 7/18	6p - 9p	Excel Introduction	Tues/Thurs	7/3 & 7/5	6p - 9p	Access Introduction
Tues/Thurs	7/17, 19, 24, & 26	9a - 12n	Intro to Computers	Thurs	7/5	8:30a - 3:30p	Excel Introduction
Wed	7/18	8:30a - 3:30p	Word Introduction	Tues	7/10	8:30a - 3:30p	Word Introduction
Mon	7/23	8:30a - 3:30p	Access Intermediate	Tues/Thurs	7/10 & 7/12	6p - 9p	Excel Introduction
Mon/Wed	7/23 & 7/25	6p - 9p	Outlook Introduction	Thurs	7/12	8:30a - 3:30p	Outlook Introduction
Wed	7/25	8:30a - 3:30p	Excel Intermediate	Tues	7/17	8:30a - 3:30p	PowerPoint Intro
Mon	7/30	8:30a - 3:30p	Outlook Introduction	Tues/Thurs	7/17 & 7/19	6p - 9p	Word Introduction
Mon/Wed	7/30 & 8/1	6p - 9p	PowerPoint Intro	Thurs	7/19	8:30a - 3:30p	Access Intermediate
Wed	8/1	8:30a - 3:30p	PowerPoint Inter	Tues	7/24	8:30a - 3:30p	Excel Intermediate
Mon	8/6	8:30a - 3:30p	Word Intermediate	Tues/Thurs	7/24 & 7/26	6p - 9p	Outlook Introduction
Mon/Wed	8/6 & 8/8	6p - 9p	Word Introduction	Thurs	7/26	8:30a - 3:30p	Outlook Introduction
Wed	8/8	8:30a - 3:30p	Access Advanced	Tues/Thurs	7/31 & 8/2	6p - 9p	PowerPoint Intro
Mon	8/13	8:30a - 3:30p	Excel Advanced	Thurs	8/2	8:30a - 3:30p	Access Introduction
Mon/Wed	8/13 & 8/15	6p - 9p	Access Intermediate	Tues	8/7	8:30a - 3:30p	Access Advanced
Wed	8/15	8:30a - 3:30p	Outlook Introduction	Tues/Thurs	8/7 & 8/9	6p - 9p	Access Intermediate
Mon	8/20	8:30a - 3:30p	PowerPoint Adv.	Thurs	8/9	8:30a - 3:30p	PowerPoint Inter
Mon/Wed	8/20 & 8/22	6p - 9p	Excel Intermediate	Tues	8/14	8:30a - 3:30p	Word Advanced
Wed	8/22	8:30a - 3:30p	Word Advanced	Tues/Thurs	8/14 & 8/16	6p - 9p	Excel Intermediate
Mon	8/27	8:30a - 3:30p	Access Introduction	Thurs	8/16	8:30a - 3:30p	Excel Advanced
Mon/Wed	8/27 & 8/29	6p - 9p	Outlook Introduction	Tues	8/21	8:30a - 3:30p	PowerPoint Advanced
Wed	8/29	8:30a - 3:30p	Excel Introduction	Tues/Thurs	8/21 & 8/23	6p - 9p	Word Intermediate
				Thurs	8/23	8:30a - 3:30p	Outlook Introduction

Small classes allow for one-on-one attention to your specific needs

Satisfaction Guarantee comes with all training  
 Corporate purchasing options available for savings

**CALL (770) 531-4500 TO REGISTER**

Other Campus Locations with  
 Computer Workshops:  
 Jackson County

Check [www.laniertech.edu](http://www.laniertech.edu) for each campus schedule.

## 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

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 \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ Fax Number \_\_\_\_\_

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**