



Computer Workshops

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

Fall 2009							
Oakwood Campus				Forsyth Campus			
Day	Date	Time	Workshop	Day	Date	Time	Workshop
Mon	10/5	8:30a - 3:30p	Excel Advanced	Thurs	10/1	8:30a - 3:30p	Excel Advanced
Mon/Wed	10/5 & 10/7	6p - 9p	Access Intermediate	Tues	10/13	8:30a - 3:30p	Word Intermediate
Mon	10/12	8:30a - 3:30p	Access Introduction	Tues/Thurs	10/13 & 10/15	6p - 9p	Word Introduction
Mon/Wed	10/12 & 10/14	6p - 9p	Excel Introduction	Thurs	10/15	8:30a - 3:30p	Excel Introduction
Wed	10/14	8:30a - 3:30p	Word Intermediate	Tues	10/27	8:30a - 3:30p	Excel Intermediate
Mon	10/19	8:30a - 3:30p	Excel Introduction	Tues/Thurs	10/27 & 10/29	6p - 9p	Word Intermediate
Mon/Wed	10/19 & 10/21	6p - 9p	Word Introduction	Thurs	10/29	8:30a - 3:30p	Access Advanced
Wed	10/21	8:30a - 3:30p	Access Intermediate	Tues	11/3	8:30a - 3:30p	Word Introduction
Mon	10/26	8:30a - 3:30p	Word Advanced	Tues/Thurs	11/3 & 11/5	6p - 9p	Access Advanced
Mon/Wed	10/26 & 10/28	6p - 9p	Excel Intermediate	Thurs	11/5	8:30a - 3:30p	Excel Advanced
Wed	10/28	8:30a - 3:30p	Excel Intermediate	Tues	11/10	8:30a - 3:30p	Outlook Intermediate
Mon	11/2	8:30a - 3:30p	Access Advanced	Tues/Thurs	11/10 & 11/12	6p - 9p	Outlook Intermediate
Mon/Wed	11/2 & 11/4	6p - 9p	Word Intermediate	Thurs	11/12	8:30a - 3:30p	Access Introduction
Wed	11/4	8:30a - 3:30p	Word Introduction	Tues	11/17	8:30a - 3:30p	Word Intermediate
Mon	11/9	8:30a - 3:30p	Excel Advanced	Tues/Thurs	11/17 & 11/19	6p - 9p	PowerPoint Intermediate
Mon/Wed	11/9 & 11/11	6p - 9p	Access Advanced	Thurs	11/19	8:30a - 3:30p	Excel Introduction
Wed	11/11	8:30a - 3:30p	Outlook Intermediate	Tues	12/1	8:30a - 3:30p	PowerPoint Introduction
Mon	11/16	8:30a - 3:30p	Access Introduction	Tues/Thurs	12/1 & 12/3	6p - 9p	Word Advanced
Mon/Wed	11/16 & 11/18	6p - 9p	Outlook Intermediate	Thurs	12/3	8:30a - 3:30p	Excel Intermediate
Wed	11/18	8:30a - 3:30p	Word Intermediate	Tues	12/8	8:30a - 3:30p	Access Intermediate
Mon	11/30	8:30a - 3:30p	Access Intermediate	Tues/Thurs	12/8 & 12/10	6p - 9p	Intro to Computers
Mon/Wed	11/30 & 12/2	6p - 9p	Excel Advanced	Thurs	12/10	8:30a - 3:30p	Word Introduction
Wed	12/2	8:30a - 3:30p	Word Advanced	Tues	12/15	8:30a - 3:30p	Excel Advanced
Mon	12/7	8:30a - 3:30p	Excel Intermediate	Thurs	12/17	8:30a - 3:30p	Access Introduction
Mon/Wed	12/7, 9 14, & 16	6p - 9p	Intro to Computers				
Wed	12/9	8:30a - 3:30p	PowerPoint Introduction				
Mon	12/14	8:30a - 3:30p	Access Advanced				
Wed	12/16	8:30a - 3:30p	Word 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 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**