



Fall 2009

Workforce, Personal, and Student Development Jackson Campus

Introduction to Computers – Purchasing a computer can be a daunting task. This class provides an overview of what to look for when buying a computer and introduces hands-on computer software training in Windows XP, Internet Explorer, and emailing basics. No prior computer experience necessary.

Jackson Campus

Tues & Thur 9A – 12P

Dates: 11/10, 11/12, 11/17, & 11/19

Fee: \$100 (includes book)

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.

Jackson Campus

Tues & Thur 9A – 12P

Dates: 10/27 & 10/29

Fee: \$100 (includes book)

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.

Jackson Campus

Thursday 9AM – 3PM

Date 1: 10/29

Date 2: 12/3

Fee: \$75 (Includes book and card)

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.

Jackson Campus

Tues & Thur 9A – 12P

Dates: 12/15 & 12/17

Fee: \$100 (includes book)

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.

Jackson Campus

Tues & Thur 9A – 12P

Dates: 12/1 & 12/3

Fee: \$100 (includes book)

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.

Jackson Campus

Tuesday

8:30 AM – 12:30 PM

Dates 12/15

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

Jackson Campus
Tuesday
8:30 AM – 4:30 PM
Dates 11/23
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.

Jackson Campus
Thursday
8:30 AM – 4:30 PM
Dates 12/14
Cost: \$295

**See Registration
Form on Back!**

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**