



Fall 2009

Workforce, Personal, and Student Development Oakwood 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.

Oakwood Campus
Mon & Thur 6p – 9p
Dates: 12/7, 12/9, 12/14, & 12/16
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.

Oakwood Campus
Mon & Wed 6P – 9P
Dates: 10/19 & 10/21
Fee: \$100 (includes book)

Conversational Spanish – Learn the basics of the Spanish language so that you can communicate at work or when you travel. You will learn the names of foods, beverages, and how to ask for directions. The instructor will introduce you to the phrases and information that can make you feel more comfortable in a Spanish speaking environment. Need six to make class

Oakwood Campus
Tues – Thur. 6PM - 9PM
Dates: 11/9, 11/11, 11/16, & 11/18
Fee: \$150 (includes book with practice CD)

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
Mon & Wed 6P – 9P
Dates: 10/12 & 10/14
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
Monday 8:30A – 3:30P
Dates: 12/9
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
Thursday 9AM – 3PM
Date1: 11/5

Tuesday 9AM – 3PM
Date2: 12/8
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
Wednesday
Dates 11/11
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
Wednesday
Dates 10/28
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
Wednesday
Dates 12/16
8:30 AM – 4:30 PM
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

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**