



# Computer Workshops

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

| Spring 2010    |             |               |                         |                |             |               |                         |
|----------------|-------------|---------------|-------------------------|----------------|-------------|---------------|-------------------------|
| Oakwood Campus |             |               |                         | Forsyth Campus |             |               |                         |
| Day            | Date        | Time          | Workshop                | Day            | Date        | Time          | Workshop                |
| Mon            | 4/5         | 8:30a - 3:30p | Access Introduction     | Tues           | 4/6         | 8:30a - 3:30p | Access Introduction     |
| Mon/Wed        | 4/5 & 4/7   | 6p - 9p       | Access Introduction     | Tues/Thur      | 4/6 & 4/8   | 6p - 9p       | Access Introduction     |
| Wed            | 4/7         | 8:30a - 3:30p | Excel Introduction      | Thur           | 4/8         | 8:30a - 3:30p | Excel Introduction      |
| Mon            | 4/12        | 8:30a - 3:30p | PowerPoint Introduction | Tues           | 4/13        | 8:30a - 3:30p | PowerPoint Introduction |
| Mon/Wed        | 4/12 & 4/14 | 6p - 9p       | Excel Introduction      | Tues/Thurs     | 4/13 & 4/15 | 6p - 9p       | Excel Introduction      |
| Wed            | 4/14        | 8:30a - 3:30p | Outlook Introduction    | Thurs          | 4/15        | 8:30a - 3:30p | Outlook Introduction    |
| Mon            | 4/19        | 8:30a - 3:30p | Word Introduction       | Tues           | 4/20        | 8:30a - 3:30p | Word Introduction       |
| Mon/Wed        | 4/19 & 4/21 | 6p - 9p       | PowerPoint Introduction | Tues/Thurs     | 4/20 & 4/22 | 6p - 9p       | PowerPoint Introduction |
| Wed            | 4/21        | 8:30a - 3:30p | Access Intermediate     | Thurs          | 4/22        | 8:30a - 3:30p | Access Intermediate     |
| Mon            | 4/26        | 8:30a - 3:30p | Excel Intermediate      | Tues           | 4/27        | 8:30a - 3:30p | Excel Intermediate      |
| Mon/Wed        | 4/26 & 4/28 | 6p - 9p       | Outlook Introduction    | Tues/Thurs     | 4/27 & 4/29 | 6p - 9p       | Outlook Introduction    |
| Wed            | 4/28        | 8:30a - 3:30p | PowerPoint Intermediate | Thurs          | 4/29        | 8:30a - 3:30p | PowerPoint Intermediate |
| Mon            | 5/3         | 8:30a - 3:30p | Outlook Intermediate    | Tues           | 5/4         | 8:30a - 3:30p | Outlook Intermediate    |
| Mon/Wed        | 5/3 & 5/5   | 6p - 9p       | Word Introduction       | Tues/Thurs     | 5/4 & 5/6   | 6p - 9p       | Word Introduction       |
| Wed            | 5/5         | 8:30a - 3:30p | Word Intermediate       | Thurs          | 5/6         | 8:30a - 3:30p | Word Intermediate       |
| Mon            | 5/10        | 8:30a - 3:30p | Access Advanced         | Tues           | 5/11        | 8:30a - 3:30p | Access Advanced         |
| Mon/Wed        | 5/10 & 5/12 | 6p - 9p       | Access Intermediate     | Tues/Thurs     | 5/11 & 5/13 | 6p - 9p       | Access Intermediate     |
| Wed            | 5/12        | 8:30a - 3:30p | Excel Advanced          | Thurs          | 5/13        | 8:30a - 3:30p | Excel Advanced          |
| Mon            | 5/17        | 8:30a - 3:30p | PowerPoint Advanced     | Tues           | 5/18        | 8:30a - 3:30p | PowerPoint Advanced     |
| Mon/Wed        | 5/17 & 5/19 | 6p - 9p       | Excel Intermediate      | Tues/Thurs     | 5/18 & 5/20 | 6p - 9p       | Excel Intermediate      |
| Wed            | 5/19        | 8:30a - 3:30p | Outlook Introduction    | Thurs          | 5/20        | 8:30a - 3:30p | Outlook Introduction    |
| Mon            | 5/24        | 8:30a - 3:30p | Word Advanced           | Tues           | 6/1         | 8:30a - 3:30p | Word Advanced           |
| Mon/Wed        | 5/24 & 5/26 | 6p - 9p       | PowerPoint Intermediate | Tues/Thurs     | 6/1 & 6/3   | 6p - 9p       | PowerPoint Intermediate |
| Wed            | 5/26        | 8:30a - 3:30p | Access Introduction     | Thurs          | 6/3         | 8:30a - 3:30p | Access Introduction     |
| Mon            | 6/7         | 8:30a - 3:30p | Excel Introduction      | Tues           | 6/8         | 8:30a - 3:30p | Excel Introduction      |
| Mon/Wed        | 6/7 & 6/9   | 6p - 9p       | Outlook Intermediate    | Tues/Thur      | 6/8 & 6/10  | 6p - 9p       | Outlook Intermediate    |
| Wed            | 6/9         | 8:30a - 3:30p | PowerPoint Introduction | Thurs          | 6/10        | 8:30a - 3:30p | PowerPoint Introduction |
| Mon            | 6/14        | 8:30a - 3:30p | Outlook Introduction    | Tues           | 6/15        | 8:30a - 3:30p | Outlook Introduction    |
| Mon/Wed        | 6/14 & 6/16 | 6p - 9p       | Word Intermediate       | Tues/Thurs     | 6/15 & 6/17 | 6p - 9p       | Word Intermediate       |
| Wed            | 6/16        | 8:30a - 3:30p | Word Introduction       | Thurs          | 6/17        | 8:30a - 3:30p | Word Introduction       |
| Mon            | 6/21        | 8:30a - 3:30p | Access Intermediate     | Tues           | 6/22        | 8:30a - 3:30p | Access Intermediate     |
| Mon/Wed        | 6/21 & 6/23 | 6p - 9p       | Access Advanced         | Tues/Thurs     | 6/22 & 6/24 | 6p - 9p       | Access Advanced         |
| Wed            | 6/23        | 8:30a - 3:30p | Excel Intermediate      | Thur           | 6/24        | 8:30a - 3:30p | Excel Intermediate      |
| Mon            | 6/28        | 8:30a - 3:30p | PowerPoint Intermediate | Tues           | 6/29        | 8:30a - 3:30p | PowerPoint Intermediate |
| Mon/Wed        | 6/28 & 6/30 | 6p - 9p       | Excel Advanced          | Tues/Thurs     | 6/29 & 7/1  | 6p - 9p       | Excel Advanced          |
| Wed            | 6/30        | 8:30a - 3:30p | Outlook Intermediate    | Thur           | 7/1         | 8:30a - 3:30p | Outlook Intermediate    |

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**