



# Spring 2010

## Workforce, Personal, and Student Development

### Oakwood Campus

**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: 5/3 & 5/5*  
*Fee: \$100 (includes book)*

**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: 4/12 & 4/14*  
*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: 4/12 or 6/9*  
*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: 4/22*

*Tuesday 9AM – 3PM*  
*Date2: 6/22*  
*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 5/19*  
*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 4/28*  
*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 4/20 or 5/11*  
*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**