



# Spring 2010

## Workforce, Personal, and Student Development

### Manufacturing Development Center

**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.

MDC  
Mondays 6 PM – 9 PM  
Dates: 6/7, 6/14, 6/21, & 6/28  
Fee: \$150 (Includes Book)

**OSHA 10 Industrial** This course is ideal for supervisors with safety and health responsibilities, and for employee safety and health awareness. Students will be introduced to OSHA policies, procedures and standards as well as general industry safety and health principles covered in OSHA Act Part 1910. Special emphasis will be placed on areas most hazardous using OSHA standards as a guide. Upon successful completion of the course, participants will receive an OSHA 10-Hour General Industry Outreach DOL course completion card within 4-6 weeks

MDC  
Monday & Tuesday 8AM – 1PM  
Date: 5/10 & 5/11  
Fee: \$150.00

**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.

MDC  
Monday 8:30A – 3:30P  
Dates: 4/26  
Dates: 5/24  
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.

MDC  
Monday 8:30A – 3:30P  
Dates: 5/3  
Dates: 6/14  
Fee: \$100 (includes book)

**AHA 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.

MDC  
Tuesday 9AM – 3PM  
Date1: 4/13  
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.

MDC  
Thursday  
8:30 AM – 12:30 PM  
Dates 6/17  
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.

*MDC*

*Thursday*

*8:30 AM – 4:30 PM*

*Dates 4/15*

*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.

*MDC*

*Thursday*

*8:30 AM – 4:30 PM*

*Dates 5/13*

*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**