



Computer Workshops

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

Summer 2010							
Oakwood Campus				Forsyth Campus			
Day	Date	Time	Workshop	Day	Date	Time	Workshop
Mon	7/12	8:30a - 3:30p	Access Introduction	Tues	7/6	8:30a - 3:30p	Access Introduction
Mon/Wed	7/12 & 7/14	6p - 9p	Access Introduction	Tues/Thurs	7/6 & 7/8	6p - 9p	Access Introduction
Wed	7/14	8:30a - 3:30p	Excel Introduction	Thurs	7/8	8:30a - 3:30p	Excel Introduction
Mon	7/19	8:30a - 3:30p	Word Introduction	Tues	7/13	8:30a - 3:30p	Word Introduction
Mon/Wed	7/19 & 7/21	6p - 9p	Excel Introduction	Tues/Thurs	7/13 & 7/15	6p - 9p	Excel Introduction
Wed	7/21	8:30a - 3:30p	Outlook Introduction	Thurs	7/15	8:30a - 3:30p	Outlook Introduction
Mon	7/26	8:30a - 3:30p	PowerPoint Introduction	Tues	7/20	8:30a - 3:30p	PowerPoint Introduction
Mon/Wed	7/26 & 7/28	6p - 9p	Word Introduction	Tues/Thurs	7/20 & 7/22	6p - 9p	Word Introduction
Wed	7/28	8:30a - 3:30p	Access Intermediate	Thurs	7/22	8:30a - 3:30p	Access Intermediate
Mon/Wed	8/2 & 8/4	6p - 9p	Outlook Introduction	Tues	7/27	8:30a - 3:30p	Excel Intermediate
Mon	8/2	8:30a - 3:30p	Excel Intermediate	Tues/Thurs	7/27 & 7/29	6p - 9p	Outlook Introduction
Wed	8/4	8:30a - 3:30p	Word Intermediate	Thurs	7/29	8:30a - 3:30p	Word Intermediate
Mon/Wed	8/9 & 8/11	6p - 9p	PowerPoint Introduction	Tues	8/3	8:30a - 3:30p	Outlook Intermediate
Mon	8/9	8:30a - 3:30p	Outlook Intermediate	Tues/Thurs	8/3 & 8/5	6p - 9p	PowerPoint Introduction
Wed	8/11	8:30a - 3:30p	PowerPoint Intermediate	Thurs	8/5	8:30a - 3:30p	PowerPoint Intermediate
Mon/Wed	8/16 & 8/18	6p - 9p	Access Intermediate	Tues	8/10	8:30a - 3:30p	Access Advanced
Mon	8/16	8:30a - 3:30p	Access Advanced	Tues/Thurs	8/10 & 8/12	6p - 9p	Access Intermediate
Wed	8/18	8:30a - 3:30p	Excel Advanced	Thurs	8/12	8:30a - 3:30p	Excel Advanced
Mon/Wed	8/23 & 8/25	6p - 9p	Excel Intermediate	Tues	8/17	8:30a - 3:30p	Word Advanced
Mon	8/23	8:30a - 3:30p	Word Advanced	Tues/Thurs	8/17 & 8/19	6p - 9p	Excel Intermediate
Wed	8/25	8:30a - 3:30p	Outlook Introduction	Thurs	8/19	8:30a - 3:30p	Outlook Introduction
Mon	8/30	8:30a - 3:30p	PowerPoint Advanced	Tues	8/24	8:30a - 3:30p	PowerPoint Advanced
Wed	9/1	8:30a - 3:30p	Access Introduction	Tues/Thurs	8/24 & 8/26	6p - 9p	Word Intermediate
Wed	9/8	8:30a - 3:30p	Excel Introduction	Thurs	8/26	8:30a - 3:30p	Access Introduction
Mon/Wed	9/13 & 9/15	6p - 9p	Word Intermediate	Tues	8/31	8:30a - 3:30p	Excel Introduction
Mon	9/13	8:30a - 3:30p	Word Introduction	Thurs	9/2	8:30a - 3:30p	Word Introduction
Wed	9/15	8:30a - 3:30p	Outlook Intermediate	Tues	9/7	8:30a - 3:30p	Outlook Intermediate
Mon/Wed	9/20 & 9/22	6p - 9p	Outlook Intermediate	Tues/Thurs	9/7 & 9/9	6p - 9p	Outlook Intermediate
Mon	9/20	8:30a - 3:30p	PowerPoint Introduction	Thurs	9/9	8:30a - 3:30p	PowerPoint Introduction
Wed	9/22	8:30a - 3:30p	Access Intermediate	Tues/Thurs	9/14 & 9/16	6p - 9p	PowerPoint Intermediate
Mon/Wed	9/27 & 9/29	6p - 9p	Excel Intermediate	Tues	9/14	8:30a - 3:30p	Access Intermediate
Mon	9/27	8:30a - 3:30p	Excel Intermediate	Thurs	9/16	8:30a - 3:30p	Excel Intermediate
Wed	9/29	8:30a - 3:30p	Word Intermediate	Tues	9/21	8:30a - 3:30p	Word Intermediate
				Tues/Thurs	9/21 & 9/23	6p - 9p	Access Advanced
				Thurs	9/23	8:30a - 3:30p	Outlook Introduction
				Tues	9/28	8:30a - 3:30p	PowerPoint Intermediate
				Tues/Thurs	9/28 & 9/30	6p - 9p	Excel Advanced
				Thurs	9/30	8:30a - 3:30p	Access Advanced

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 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**