



# Computer Workshops

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

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