



# Winter 2010

## Workforce, Personal, and Student Development

### Banks County Center

**Introduction to Computers** - Purchasing a computer can be a daunting task. This class provides an overview of what to look for when buying a computer and introduces hands-on computer software training in Windows XP, Internet Explorer, and emailing basics. No prior computer experience necessary.

*Banks County Center*  
*Wednesdays 9A – 12P*  
*Dates: 3/3, 3/10, 3/17, & 3/24*  
*Fee: \$100 (includes book)*

**Microsoft Word** – In the Beginning 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.

*Banks County Center*  
*Tues & Thur 9A – 12P*  
*Dates: 2/23 & 2/25*  
*Fee: \$100 (includes book)*

**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.

*Banks County Center*  
*Tues & Thur 9A – 12P*  
*Dates: 2/9 & 2/11*  
*Fee: \$100 (includes book)*

**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.

*Banks County Center*  
*Tues & Thur 9A – 12P*  
*Dates: 1/26 & 1/28*  
*Fee: \$100 (includes book)*

**See Registration  
Form on Back!**

**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**