



Winter 2010

Continuing Education Classes

Forsyth Campus

Workplace Spanish for Supervisors – This program is designed for supervisors who have direct contact with Hispanic employees. It will help them communicate with Spanish speakers in a very basic way, improve teamwork & productivity, reduce accidents and mistakes, and generally improve the work situation. It will enable you to make Hispanic employees a more valued part of your work team by:

- Greeting them in Spanish, asking about their families, and showing concern for their livelihood.
- Issuing clear cut job instructions, commands and safety instructions
- Asking basic questions about performance, job progress or problems.

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Wednesday 6:00 PM – 9:00 PM

Date: 3/3, 3/10, 3/17, & 3/24

Fee: \$125 (Includes book and CD)

BLS for Healthcare Provider – This course covers core material such as adult and pediatric CPR, foreign-body airway obstruction, and automated external defibrillation.

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Wednesday 9:00 AM – 3:00 PM

Date 1: 2/17

Date 2: 4/14

Fee: \$50 (Includes book and card)

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.

Intermediate Excel teaches students how to customize workbooks, use lists, use functions to create formulas, format worksheets, use 3-D references, ready workbooks for the Web, use templates to create workbooks, and insert and manipulate objects into a spreadsheet.

In Advanced Excel students will learn how to summarize, outline, and subtotal list data, as well as how to use named ranges, list ranges, and Lookup Functions. They will also create PivotTables and Pivot Charts, create and remove custom filters, work with shared workbooks, protect workbooks, track and review changes, and merge and consolidate data from worksheets.

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Beginning: 8:30 AM – 3:30 PM: 1/7 or 3/2

Intermediate: 8:30 AM – 3:30 PM: 1/26 or 3/30

Advanced: 8:30 AM – 3:30 PM: 2/18

Fee: \$100 for each class (includes book and practice CD)

Microsoft Outlook - This beginning course introduces students to Microsoft Office Outlook 2003. As well as showing students how to create, send, and receive e-mail, this course looks at Outlook as a personal information management system. It examines how to add and organize all your contact information and how to manage your time with the calendar feature.

In the Intermediate course, students will learn how to use the instant messaging feature integrated into Outlook; customize their outgoing messages with signatures, forms, themes, and stationery; use address books and distribution lists to address messages; use flags and delivery options; and organize and customize views for messages. Students will also learn to use Calendar customization and viewing options and use the Calendar and Tasks features for scheduling and responding to meeting requests and tasks. The Journal will also be delved into as a tool to help manage activities associated with contacts.

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Introduction: 8:30 AM – 3:30 PM: 1/14

Intermediate: 8:30 AM – 3:30 PM: 2/2

Fee: \$100 (includes book and practice CD)

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.

The Intermediate-level course builds upon the basics with how to further enhance the look and functionality of documents by adding items such as symbols, AutoText, outline numbered lists, hyperlinks, and information found with the new Research task pane. Paragraph formatting, indents, tabs, section formatting, graphics and reviewing tools will be practiced.

Advanced Word will cover higher level formatting skills, such as how to control pagination, enhance graphics, embed objects, and apply themes and watermarks. They will also gain insight into how data from other Office applications, such as Access and Excel, can be used as source data for Word creations, enabling calculations and mail merges. Learning to automate regular tasks with macros, forms, and tables of contents and indexes.

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Beginning: 8:30 AM – 3:30 PM: 1/12 or 3/4

Intermediate: 8:30 AM – 3:30 PM: 1/28

Fee: \$100 for each class (includes book and practice CD)

Microsoft Access - The Beginning course introduces students to the basic elements that comprise an Access database. Students will learn what a database is and how an effective database should be designed and set up. Students will receive instruction in how to create and use the basic tools of the Access application: tables, forms, filters and sorts, queries, and reports. In addition, students will learn how to enter data in Access and how to manipulate data.

The Intermediate class teaches students a more complete understanding of how to effectively create and use the primary database objects, including tables, queries, forms, reports, and data access pages. The course also shows how to work with individual fields to ensure that overall database structure is consistent and correct. In addition, students will learn a variety of techniques designed to make data entry in Access databases faster, easier, and less error-prone.

The Advanced course introduces students to advanced development features so that they can provide user-friendly databases to their users. The students will learn how to develop data entry tools and automated processes, how to enforce database security, and how to implement maintenance features. The material in the course is presented through explanatory text, real-world scenarios, interactive steps, and questions to test and reinforce the material covered.

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Beginning: 8:30 AM – 3:30 PM: 1/5 or 2/4

Intermediate: 8:30 AM – 3:30 PM: 1/21 or 3/23

Advanced: 8:30 AM – 3:30 PM: 2/9

Fee: \$100 for each class (includes book and practice CD)

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.

The Intermediate-level course teaches students will discover how to use existing information to create a presentation, including importing outlines from Word and inserting slides from other presentations. They will explore the use of different "Masters". Students will work with and modify a variety of graphics, such as WordArt, AutoShapes, pictures, and clip art and apply a variety of animation effects to both text and graphics.

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Beginning: 8:30 AM – 3:30 PM: 1/19

Intermediate: 8:30 AM – 3:30 PM: 2/11

Fee: \$100 for each class (includes book and practice CD)

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**