

FastCourse Computer Training

Learn the features and functionality of Microsoft applications in one day or less!
Summer Semester 2017

Microsoft Excel 2010 Training

Basic MS Excel- Level 1 **only \$95**

Topics: the ribbon interface; entering and editing data; selecting cells and ranges; printing worksheets; creating formulas and functions; formatting cell contents; inserting and deleting columns, rows, and cells; charts; and more.

Workbook: *FastCourse Microsoft Excel 2010: Level 1* is available in the college bookstore at an approximate cost of \$23.

CRN 10746 **Tuesday, May 23**
8:30am – 3:30pm Augusta Campus, Building 600
Registration Deadline: Tuesday, May 16 by Noon

Intermediate MS Excel - Level 2 **only \$95**

Topics: large worksheets and workbooks; tables; outlines; inserting clip art, pictures and SmartArt; templates; digital signatures; and more. Workbook: *FastCourse Microsoft Excel 2010: Level 2* is available in the college bookstore at an approximate cost of \$23.

CRN 10747 **Tuesday, July 11**
8:30am – 3:30pm Augusta Campus, Building 600
Registration Deadline: Wednesday, July 5 by Noon

Advanced MS Excel - Level 3 **only \$95**

This is an advanced course that will challenge students. Topics: pivot tables and macros, using financial functions and data analysis, using advanced formatting and analysis tools, collaboration, and integrating Excel with other programs. Workbook: *FastCourse Microsoft Excel 2010: Level 3* is available in the college bookstore at an approximate cost of \$23.

CRN 10748 **Tuesday, July 25**
8:30am – 3:30pm Augusta Campus, Building 600
Registration Deadline: Tuesday, July 18 by Noon

Microsoft Word 2010 Training

Basic MS Word – Level 2 **only \$95**

Topics introduced include newsletter columns, WordArt and clip art, document themes, styles, picture editing, Mail Merge, footnotes and endnotes, headers and footers, templates, tables of contents and indexes. Workbook: *FastCourse Microsoft Word 2010: Level 2* is available in the college bookstore at an approximate cost of \$23.

CRN 10752 **Wednesday, June 14**
8:30am – 3:30pm Augusta Campus, Building 600
Registration Deadline: Wednesday, May 31 by Noon

Microsoft PowerPoint 2010 Training

Basic MS PowerPoint - Level 1 **only \$95**

Ideal for the newer computer user. Topics: the ribbon interface, document themes, bulleted lists, outlines, formatting text, printing presentations, transitions, clip art and graphics, charts, slide show delivery, and more. Workbook: *FastCourse Microsoft PowerPoint 2010: Level 1* is available in the college bookstore at an approximate cost of \$23.

CRN 10749 **Wednesday, July 12**
8:30am – 3:30pm Augusta Campus, Building 600
Registration Deadline: Wednesday, July 5 by Noon

Microsoft Access (Database) 2010 Training

Basic MS Access - Level 1 **only \$95**

Ideal for the newer computer user who wants to become well versed in Access (databases). Topics introduced include the Ribbon interface, creating tables in Datasheet view, previewing and printing data, **designing databases, creating database objects**, formatting tables, lookup fields, field properties, queries, and more. Workbook: *FastCourse Microsoft Access 2010: Level 1* is available in the college bookstore at an approximate cost of \$23.

CRN 10751 **Wednesday, August 16**
8:30am – 3:30pm Augusta Campus, Building 600
Registration Deadline: Wednesday, August 9 by Noon

To register: fax, email, or deliver registration form to:

Laura Giddings | Workforce Training | 706-771-5705 | lgiddings@augustatech.edu



Continuing Education & Workforce Training Registration Form

Please print or type. If typing, you may use your "tab" key to navigate through the form.

Name:		Sex:		Race:		
Address:						
City:		State:		Zip:		County:
Best daytime phone#:						
Email Address:				Date of Birth:		
Social Sec # (required for registration):						
Employer:			Contact Person:			
Employer's Email:			Phone#:			
Employer's Address:						
City:		State:		Zip:		
Course Name	CRN #	Start Date	End Date	Time	Location	Fee

Minimum Class Size Policy: We always strive to conduct all scheduled courses. However, there may be times when registration numbers will require us to reschedule. We apologize for any inconvenience!

<u>Fees/Policies:</u>	Course is subject to cancellation or revision without notice. <u>Books and supplies are not included.</u>
<u>Refunds or Withdrawals:</u>	100% refund if you withdraw <u>two business days prior</u> to first class meeting. There is <u>NO</u> refund after the first class meeting. To withdraw from a course, contact lgiddings@augustatech.edu phone 706-771-5705
<u>Course Cancellations:</u>	100% refund if course is cancelled by the college. The Business Office mails refund checks in approximately 10-12 business days.

Method of Payment (Please X one)

<input type="checkbox"/>	Check/Money Order payable to <i>Augusta Technical College</i>
<input type="checkbox"/>	Cash:
<input type="checkbox"/>	Please invoice my employer as specified above: Purchase Order #
<input type="checkbox"/>	Credit Card: <i>Credit card payments may be made over the phone (706-771-4030) or in person at Student Accounts in building 100 once you have been registered.</i>

Return form and payment by registration deadline to:

CE & Workforce Training, Building 600
Augusta Technical College
3200 Augusta Tech Drive
Augusta, GA 30906

Phone: Laura Giddings @ 706-771-5705
Email: lgiddings@augustatech.edu
Fax: 706-771-4091