

# FastCourse Computer Training

Learn the features and functionality of Microsoft applications in one day or less!  
**Fall 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 11091** **Wednesday, September 13**  
8:30am – 3:30pm Augusta Campus, Building 600  
**Registration Deadline:** Wednesday, Sept 6 by Noon

**CRN 11096** **Wednesday, December 6**  
8:30am – 3:30pm Augusta Campus, Building 600  
**Registration Deadline:** Wednesday, Nov 29 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 11093** **Wednesday, October 11**  
8:30am – 3:30pm Augusta Campus, Building 600  
**Registration Deadline:** Wednesday, Oct 4 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 11095** **Wednesday, November 8**  
8:30am – 3:30pm Augusta Campus, Building 600  
**Registration Deadline:** Wednesday, Nov 1 by Noon

## Microsoft Word 2010 Training

### **Basic MS Word – Level 1** **only \$95**

Ideal for the newer computer user. Topics: the ribbon interface, working with text, printing, using proofreading tools, creating bulleted and numbered lists, tables and forms, and more. Workbook: *FastCourse Microsoft Word 2010: Level 1* is available in the college bookstore at an approximate cost of \$23.

**CRN 11092** **Wednesday, September 27**  
8:30am – 3:30pm Augusta Campus, Building 600  
**Registration Deadline:** Wednesday, Sept 20 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 11094** **Wednesday, October 25**  
8:30am – 3:30pm Augusta Campus, Building 600  
**Registration Deadline:** Wednesday, Oct 18 by Noon

**To register: fax, email, or deliver registration form (below) to:**

**Laura Giddings** | Workforce Training | 706-771-5705 | [lgiddings@augustatech.edu](mailto:lgiddings@augustatech.edu)



## Continuing Education & Workforce Training Registration Form

(Registration Deadline: One week prior to start of course)

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:		
Employer's 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/revision without notice. <b>Books and supplies are not included.</b>
<u>Refunds or Withdrawals:</u>	100% refund if you withdraw <u>two business days</u> prior to first class meeting. There is <u>NO</u> refund after the first class meeting. To withdraw from a course, contact <a href="mailto:lgiddings@augustatech.edu">lgiddings@augustatech.edu</a> 706-771-5705 or <a href="mailto:lakeshia.moore@augustatech.edu">lakeshia.moore@augustatech.edu</a> 706-771-5712.
<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.
<u>Accommodations:</u>	For assistance in requesting an accommodation or to disclose a disability, contact the Special Needs Counselor, Karissa Davis Wright, at <a href="mailto:kdavis@augustatech.edu">kdavis@augustatech.edu</a> or call 706-771-4067.

**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: <b style="color: orange;">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.</b>	

<p><b>Return form and payment by registration deadline to:</b>          CE &amp; Workforce Training, Building 600          Augusta Technical College          3200 Augusta Tech Drive          Augusta, GA 30906          Fax: 706-771-4091</p>	<p><b>Contact Information:</b>          Laura Giddings 706-771-5705  <a href="mailto:lgiddings@augustatech.edu">lgiddings@augustatech.edu</a>           La'Keshia Moore 706-771-5712  <a href="mailto:lakeshia.moore@augustatech.edu">lakeshia.moore@augustatech.edu</a></p>
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Augusta Technical College does not discriminate on the basis of race, color, national origin, sex, age or disability. For information on Title IX, contact the Title IX Coordinator, Shannon Patterson at (706) 771-4013 or in Building 100. For information on ADA/504, contact the ADA/504 Coordinator, Karissa D. Wright, at (706) 771-4067 or go to the Counseling Center in Building 1300.

Revised: 10/16/2017