Workforce Profile
Lanier Technical College
Forsyth Conference Center
Forsyth County
In fall of 2010, Lanier Technical College will be opening the new Forsyth Conference Center; this facility will fill a need in Forsyth County and the surrounding areas for open meeting space, state-of-the-art event amenities, and customized training resources. The opening of this space is the realization of a plan that has developed over the last decade.

The late James C. Harrington, Jr., who was a member of the state board that directs the Technical College System of Georgia, was the first to realize the need locally for a large open meeting space in Forsyth County. His vision and support brought the campus to Forsyth County in 1998, and by that time he was already imagining expansion and ways the campus could be used by a growing number of people for a variety of uses.

Many community leaders and volunteers coupled with the leadership of my predecessor, Dr. Michael D. Moye, allowed the Forsyth Conference Center dream to become a reality. Dr. Moye presented his plan for the facility to the state board which directs the Technical College System of Georgia in June 2005. The state board was convinced the need for the center was pressing and recommended the capital outlay to the governor in the fall of 2005; and, this project was included in the governor’s recommended budget to the General Assembly in January 2006. With the assistance of the local delegation and community, governor, James C. Harrington, Jr., as well as Dr. Moye, the new facility was funded in fiscal year 2007 for $11.2 million.

As community leaders and college administration reviewed the plans for the new facility in 2007, they determined the original design and scope of the conference center was too small; thus, Dr. Moye and his team of community leaders undertook a campaign to secure supplementary funding. The Forsyth County Board of Commissioners decided to help fund the center using $1 million of Forsyth County SPLOST funds to support the expansion of the facility.

Upon the commitment from Forsyth County Government, local and state legislators strongly supported the College’s efforts to increase the size of the conference center. In late spring 2007, the state appropriated $1.5 million supplementary funding in fiscal year 2008.

In this edition of Workforce Magazine, you will find a section describing the services offered at our Forsyth Conference Center. We are very excited the dream of the late James C. Harrington, Jr., the Forsyth community leaders, and Dr. Moye has come to fruition. As you read the article, I think you will agree we have successfully addressed a pressing need in Forsyth County and the surrounding areas. It is our hope the Forsyth Conference Center of Lanier Technical College will soon become a center for community events, corporate training and meetings, and quality workforce development services.

Russell Vandiver, Interim President
Lanier Technical College
The Economic Development department of Lanier Technical College supplies a wide variety of non-credit training classes and services to our clients. We offer continuing education, safety, and customized training in an eight county area that includes Banks, Barrow, Dawson, Forsyth, Hall, Jackson, Lumpkin, and North Fulton County. Our customized training is tailored to meet specific needs and our continuing education classes include a variety of subject areas to include safety, computer workshops, first aid, CPR, and forklift training.

We offer training for the Ammonia Refrigeration industry. Three levels of Operator training along with several specialized workshops to meet the industry’s needs. We have a $2,000,000 training facility that includes a state-of-the-art laboratory. The lab, which features three different refrigeration systems comparable to those found in industry, is critical to reinforce classroom lessons and teach troubleshooting skills. Courses focus on safety, operation, and maintenance as well as technical and economic issues. In the lab, a system can be purposely adjusted incorrectly so students see the repercussions.

Also located on the Oakwood campus near Gainesville, the Manufacturing Innovation Center (MIC) opened in February 2006. The center works with industry, government, entrepreneurs and educational institutions developing our state’s manufacturing workforce, fostering innovation and increasing job growth in Georgia.

Staffed by a team of experienced manufacturing professionals, MIC offers advanced training, research and development support and incubation services to companies throughout the state.

Lanier Technical College’s Manufacturing Development Center (MDC) mission is to provide direct assistance to small or startup companies in the establishment of manufacturing enterprises. Our goal is to speed the growth and increase the chances of commercial success for our clients resulting in the creation of jobs and stimulation of economic growth in Georgia.

We are also home to an American Heart Association Community Training Center. Lanier Technical College’s Training Center supports the AHA mission and goals through administrative, educational, and quality assurance support of the AHA Instructor members. Our Training Center supports this mission and purpose through the provision of quality AHA classes to healthcare professionals and the community and by educating and informing the AHA instructors on new skills or AHA programs.

Call us with your training need; we would like to hear from you and have the opportunity to work with you and your employees.

At Lanier Tech we are confident in the quality of our training. Your satisfaction is guaranteed! If you are not completely satisfied, you have two choices: retraining, or no cost for the service.

For additional information please go to www.laniertech.edu or call us at 770.531.4500.
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Lanier Technical College Board of Directors: 2010 - 2011
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Carroll Turner   770.535.9220  Director, M.D.C.
Brandi Smith   770.535.9220  Secretary M.D.C.
Jeff Sloan   770.531.6351  Ammonia Refrigeration
Bill Head   770.531.2550  Ammonia Refrigeration

Workforce is published twice a year by the Economic Development Office of Lanier Technical College. Lanier Technical College is a unit of the Technical College System of Georgia. The college is accredited by the Accrediting Commission of the Council on Occupational Education.


Lanier Technical College serves as the leading workforce development resource for Banks, Barrow, Dawson, Forsyth, Hall, Jackson, and Lumpkin Counties by providing: Career-technical education programs leading to Associate of Applied Technology Degrees, Diplomas, and Technical Certificates of Credit; Customized business and industry training and economic development services; continuing education for technical and professional development; and adult literacy and education services.

Lanier Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).
Feature Article:
LTC Forsyth Conference Center
The Cumming campus of LTC opened in 1998 with 180 students. Today we are adding the new 60,000 square foot Forsyth Conference Center to the campus.

Manufacturing Innovation Center
Robotics Training
Programmable Logic Control
Maintenance Skills Assessment
Maintenance Skills Training
Lean Manufacturing Training
Industrial Safety Training

Workforce Development
Ammonia Refrigeration
Manufacturing Development Center
Continuing Education
Computer Workshops
American Heart Association
Real Estate Training
License Renewal
Management/Leadership Training
Customer Service Training
Workplace Spanish
Ammonia Refrigeration Program
Ammonia Refrigeration Operator I

Topics to be covered include:
- Basic Refrigeration
- Safety
- Lubricants and Filtration
- Purging
- Condensers
- Properties of Refrigerants
- Pressure and Force
- Non-Condensable Gasses
- Direct Expansion Systems
- Secondary Coolant Systems
- Compressor Types
- Compressor Operation
- Cooling Units
- Hot Gas Defrost

Cost: $1250
Supplies are provided;
Classes begin at 7:00 AM for Four (4) consecutive days.

Dates:
Oct 11 - 14, 2010
Dec 6 - 9, 2010
Dec 13 - 16, 2010
Jan 10 - 13, 2011
Jan 31 - Feb 3, 2011
Feb 14 - 17, 2011
Feb 28 - Mar 3, 2011
Mar 21 - 24, 2011

Ammonia Refrigeration Operator II

Topics to be covered include:
- Two Stage Systems
- Cascade Systems
- Flooded Systems
- System Efficiency
- Automated System Operation
- Data Logging and Analysis
- Electrical Control Diagnostics
- Power Factor
- Pumped Liquid Recirc. Systems

Cost: $1250
Supplies are provided;
Classes begin at 7:00 AM for Four (4) consecutive days.

Dates:
Aug 23 - 26, 2010
Nov 29 - Dec 2, 2010
Jan 24 - 27, 2011
Mar 7 - 10, 2011
Ammonia Refrigeration Program

Ammonia Refrigeration III
This course assists the industry in meeting recommendations at the technical skill level addressed in the joint industry Ammonia Refrigeration Training Guidelines. Topics to be covered are:
• In-depth Load Calculations
• Psychrometric Process
• System Management Optimization
• Efficiency Strategies
• Design Codes and Standards
• Mass/Energy Balances
• Proper/Improper Application of Components

Cost: $1250
Supplies are provided; Classes begin at 7:00 AM for four (4) consecutive days.
Dates:
Oct 25 - 28, 2010

Maintenance and Troubleshooting for the Refrigeration Operator
This four day class is a hands-on laboratory based class covering these topics: Component Alignment, Vibration Analysis, Component Rebuild and Repair, Shaft Seal Replacement, Ammonia Sensor Calibration, Slide Valve Calibration, General System Diagnostics, and Troubleshooting.

Cost: $1250
Supplies are provided; Classes begin at 7:00 AM for four (4) consecutive days.
Dates:
Aug 2 - 5, 2010
Oct 18 - 21, 2010
Mar 14 - 17, 2011

PSM/RMP for Ammonia Operators
This four day seminar is designed to provide the participant with background information and practical experience in maintaining an existing Process Safety Management/Risk Management Plan program. Participants will attain a heightened awareness of regulatory requirements and compliance practices proving beneficial to anyone involved in creating or maintaining these programs.

Cost: $995
Supplies are provided; Classes begin at 7:00 AM for four (4) consecutive days.
Dates:
Aug 2 - 5, 2010
Nov 1 - 4, 2010
Feb 21 - 24, 2011
Ammonia Specific HAZMAT 24-Hour Technician

This class meets the Non Site-Specific Technician level training requirements of 29 CFR 1910.120(q). Topics to be covered include:
- PPE Selection and Application
- Techniques for Monitoring
- Techniques for Advanced Containment & Confinement
- Incident Command System
- Technician Level Responder’s Role

Cost: $595
All needed supplies are provided.

Dates:
Aug 30 - Sept 1, 2010
Jan 18 - 20, 2011

HAZMAT Eight (8) Hour Refresher

This class meets the Non Site-Specific Technician level refresher training requirements of 29 CFR 1910.120(q). The one day class will culminate with the participants staging one or more mock HAZMAT drills.

Cost: $295
All needed supplies are provided.

Dates:
Sept 1, 2010
Jan 20, 2011

Ammonia for Non-Operators

This two day course provides the non-operator with an introduction to the theory and basic concepts of industrial ammonia refrigeration system operation. The training consists of both classroom and lab. Theory is introduced in the classroom and then reinforced in our state-of-the-art lab. In the lab students will identify components and review load calculation sheets and procedures that will help save on refrigeration costs.

Cost: $495
All needed supplies are provided.

Dates:
Aug 9 - 10, 2010
Nov 8 - 9, 2010
Jan 5 - 6, 2011
Feb 9 - 10, 2011

For more information call 770.531.4500
Ammonia Refrigeration Program
Introduction to Industrial Maintenance
This three day course teaches participants basic industrial maintenance skills used in manufacturing. The course covers: Safety, Basic industrial electricity, Basic mechanics, Preventive maintenance, Schematics and Blueprints.

Cost: $995
Classes are from 8:00 AM – 4:30 PM
Dates:
Sept 28 - 30

Fundamentals of Programmable Logic Controllers (PLC)
This course introduces the participants to the principles of computer controlled automation in manufacturing processes. The course includes practical applications of PLC's.

Cost: $150
Classes are from 8:00 AM – 4:30 PM
Dates:
Aug 30
Dec 13

PLC Maintenance and Troubleshooting
This course teaches maintenance technicians the basic skills required to maintain and troubleshoot PLC's. The course is two days in length.

Cost: $750
Classes are from 8:00 AM – 5:00 PM
Enrollment is limited to ten.
Dates:
Allen Bradley: Oct 12 & 13
Siemens: Aug 16 & 17 or Nov 1 & 2
Mitsubishi: Sept 13 & 14 or Dec 6 & 7

Root Cause Analysis
This one day course teaches participants how to apply structured problem solving tools to find the root cause of production problems.

Cost: $349
Classes are from 8:00 AM – 4:30 PM
Dates:
Aug 18
Nov 17

NEW! ON-SITE TRAINING AVAILABLE FOR NON-LAB CLASSES.
Call 770.531.4500 for information and pricing.
Manufacturing Innovation Center
Manufacturing companies striving to meet the challenges generated by global competition will find assistance and leading-edge manufacturing technology training at the Manufacturing Innovation Center (MIC) located on Lanier Tech’s Oakwood campus.

MIC works with industry, government, entrepreneurs, and educational institutions to foster manufacturing innovation and increase manufacturing job growth in Georgia.

Staffed by a team of highly experienced manufacturing professionals, MIC offers training and assistance in factory automation, lean manufacturing, equipment and systems maintenance, and safety to manufacturers throughout Georgia.
Manufacturing Innovation Center

Robotics for Operators
This two day hands-on course teaches the basic skills required to safely operate a robotic work cell.

Topics covered include:
• Robot safety
• Robot components
• Teach pendant features
• Manual and automatic operation
• Program fundamentals
• Program teaching

Cost: $650
Classes are from 8:00 AM – 4:30 PM
Dates:
Aug 25 & 26
Nov 22 & 23

Fundamentals of Robotics
This course introduces participants to industrial robotics.

Topics include:
• Equipment fundamentals
• Industry applications
• Equipment capabilities
• Basic Safety

The course includes equipment demonstrations.

Cost: $99
Classes are from 8:00 AM – 4:30 PM
Dates:
Sept 9
Dec 8

Customized Robotics Training
MIC offers customized training in robotics operation, troubleshooting, and programming.

Call 770.531.6340 for more information.
Introduction to Industrial Maintenance

This three day course teaches participants basic industrial maintenance skills used in manufacturing. The course covers: Safety, Basic industrial electricity, Basic mechanics, Preventive maintenance, Schematics and Blueprints.

Cost: $995
Classes are from 8:00 AM – 4:30 PM
Dates:
Sept 28 - 30

Fundamentals of Programmable Logic Controllers (PLC)

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Enrollment is limited to ten.
Dates:
Allen Bradley: Oct 12 & 13
Siemens: Aug 16 & 17 or Nov 1 & 2
Mitsubishi: Sept 13 & 14 or Dec 6 & 7

Customized PLC Training

MIC offers customized PLC maintenance and troubleshooting training designed to meet company specific needs:

• Siemens Step-7
• Allen-Bradley
• Mitsubishi Q-series

Call 770.531.6340 for more information.

For more information call 770.531.6340
Manufacturing Innovation Center

MAINTENANCE SKILLS ASSESSMENTS

Companies invest in highly automated manufacturing systems to compete. To succeed, they must also invest in training their employees to maintain and support these systems. MIC Maintenance Skills Assessments help companies pinpoint specific training needed to prepare employees to meet this challenge.

Complete Evaluations

Assessment teams conduct evaluations consisting of eleven written, seven identification and application, and six performance activities. The results of the evaluation give both the individual and the company a full summary with training recommendations.

Unique Training Plans

An individual training plan is developed for each person evaluated. The training plan targets deficit areas. This maximizes training benefits and return on training dollars.

Assessment Results Include:

Assessment, results with detailed explanation, and an Individual Training Plan.

$1500 per assessment.
MAINTENANCE SKILLS TRAINING

Flexible, professionally designed training modules allow you to acquire just the skill sets needed for your organization.

**Mechanical**
- General Plant Safety
- Basic Blueprint Reading
- Shapes in Two Dimensions
- Objects in Three Dimensions
- Precision Measurement
- Principles of Mechanics
- Math: Force I
- Work I: Rate I
- Power I: Torque Fasteners
- Seals: Lubrication
- Couplings: Bearings
- Chain Drives

**Electrical**
- Fundamentals of Electricity
- Magnetism
- Introduction to AC
- Resistors, Inductors, and Capacitors
- Safety and Standards
- Terms and Diagrams
- Working and Conductors
- Power Distribution and Service
- Circuit Protection Devices
- Industrial Power Distribution
- Basic Circuits: Grounding
- Test Equipment I: Test Equipment II

$200 per training hour

For more information call 770.531.6340
LEAN MANUFACTURING

Lean Manufacturing helps companies cut waste, slash lead times, streamline production flow, improve quality, and gain maximum benefit from factory automation. MIC offers training courses and programs designed to help companies make the Lean transition.

Value Stream Mapping
This one day course teaches participants how to create and use value stream maps to identify sources of waste and streamline production processes.
Cost: $295
Dates:
Sept 15
Dec 15

Root Cause Analysis
This one day course teaches participants how to apply structured problem solving tools to find the root cause of production problems.
Cost: $295
Dates:
Aug 18
Nov 17

Customized Lean Manufacturing Training
MIC offers customized Lean Manufacturing training courses and programs designed to meet company specific needs.
Call 770.531.6340 for more information.
Manufacturing Development Center

Lanier Technical College’s Manufacturing Development Center (MDC) directly assists small or startup companies in establishing manufacturing enterprises. The goal at the MDC is to speed the growth and increase the success of these companies, helping them create new jobs for Georgia. The MDC serves all of northeast Georgia.

The MDC was launched in July 2006 with the Grand Opening at the Featherbone Center. The MDC concept was spearheaded by Lanier Technical College’s Economic Development Department, and quickly gained momentum as the community threw its support behind the project. As a result, the MDC benefits from the significant and broad support of key stakeholders including:

- Lanier Technical College
- Featherbone Partnership, LLC
- Appalachian Regional Commission
- Georgia Power
- Hall County
- City of Oakwood
- City of Gainesville
- City of Flowery Branch

Several key partners have also located offices in the MDC making it easier for startup companies to get the help they need. These partners include the University of Georgia’s Small Business Development Center, Georgia Tech’s Enterprise Innovation Institute, and the Georgia Department of Economic Development.

The MDC is located in the former Warren Featherbone Company building at 999 Chestnut Street in Gainesville, Georgia. This facility, built in 1956, operated as an infant’s wear manufacturing business until August 2005.

Featherbone Center was organized in 2005 by The Warren Featherbone Company and local investors. The center is being developed as a “communiversity”, a community resource to provide cross-generational learning opportunities through a unique alliance among educational institutions.

To learn more about opportunities available through the MDC, and to learn how to apply, please visit www.laniertech.edu and follow the link to the Manufacturing Development Center. Or contact:

Carroll Turner, MDC Director
Phone: 770.535.9220
cturner@laniertech.edu

For more information call 770.535.9220
FastTrac’s primary objectives are to help entrepreneurs effectively evaluate and improve their:

- Overall business strategy and vision for the future.
- Ability to maintain a competitive advantage in the marketplace.
- Changing role in managing the business.
- Focus and alignment of all aspects of the business.

Sponsored by your local SBDC offices: Gainesville & Gwinnett

Location: UGA SBDC ♦ Gwinnett SBDC Office ♦ Lawrenceville, GA 30043

Dates:  
August 6th - 9:00am-1:00pm  
August 13th - 9:00am-4:00pm  
August 20th - 9:00am-1:00pm  
(optional afternoon session)

August 27th - 9:00am-4:00pm  
September 10th - 9:00am-4:00pm  
September 17th - 9:00am-4:00pm

8:30am-9:00am—Breakfast and Networking

Tuition: $895 per person (manuals, materials, light breakfast & lunch included)

Enrollment: To allow participants maximum benefit from this interactive forum, enrollment is limited and advanced registration is required.

Cancellation: If a written cancellation request is received by August 1, 2010, a refund may be issued in the same manner that payment was made, less a $100 processing fee. Cancellations requested after August 1, 2010 will not be allowed and no refunds will be made, however, you may transfer tuition to a substitute participant referred by you. UGA SBDC may cancel with notice and all pre-paid tuition fees will be refunded.

For questions and payment information contact:

Dede Gossage, Program Coordinator ♦ Gainesville SBDC ♦ 999 Chestnut St. ♦ Gainesville, GA 30501
Tel: (770) 531-5681 ♦ Fax: (770) 531-5684 ♦ E-mail: dgossage@georgiasbdc.org
www.georgiasbdc.org
THE PERFECT LOCATION FOR THE PERFECT EVENT

Forsyth County and the surrounding areas on the GA 400 Corridor are blessed with an abundance of amenities and opportunities. Forsyth County has been recognized not only as one of the fastest growing communities in the country but also, more recently, as one of the best places to live. Currently, if executives in Cumming, Georgia, wish to hold an offsite training session for 500 people in banquet style seating, they will quickly realize the event will have to be held quite a distance away due to lack of adequate facility. If a company or civic organization wishes to host a conference or seminar to accommodate 1000 people in lecture style seating, organizers have, up until this point, been forced to look outside the county to find an open meeting space for their event.

Community leaders and state legislators have long recognized the need for a large, versatile, and comfortable facility in Forsyth County enabling local companies, civic organizations, local and county governments, schools, and private citizens to host events in Forsyth County.

In fall 2010, Lanier Technical College will open such a facility on its Forsyth Campus to meet the needs of the community. The new Forsyth Conference Center will feature a 14,000-square-foot open meeting space with state-of-the-art audio/visual capabilities. This facility will accommodate 750 people at round tables and 1200 in lecture style seating. It can also be divided into smaller areas with sliding walls to host smaller events and customized training sessions.

The new Forsyth Conference Center will function primarily as a service to the community at large. Along with county and civic events that will be held at the facility, the College plans to make the facility available to private entities and non-profit organizations.

The groundbreaking ceremony for this facility was held in May 2008 and was presided over by Dr. Michael D. Moye, then President of Lanier Technical College. The event marked the realization of a dream shared by Dr. Moye and many community leaders. On that day, with 250 community leaders attending, the ceremonial shoveling of the first dirt started this project. Construction has progressed steadily since that day and the College is now preparing to open the facility later this year. Dr. Moye's leadership was instrumental in organizing the many resources necessary to build and equip this facility.

Dr. Joanne Tolleson, Vice President of Operations at Lanier Technical College’s Forsyth Campus, described the plans the college has for the new facility. “The Forsyth Conference Center on the Forsyth Campus will be both a public meeting place and a training facility. Since the Forsyth County Board of Commissioners and the citizens of Forsyth County were significant supporters of the project, we hope to host many of their events and gatherings on campus. We anticipate local companies and non-profits will make use of the space for staff development, corporate training, computer training, seminars, continuing education, and dinner functions. Forsyth County has lacked an open and available meeting space for a long time. We believe with our location and the versatility we have designed into the center, we will fill the need nicely,” said Tolleson. Joanne went on to say that she can even see the facility being used for private events such as wedding receptions, proms, graduations, recitals, and art exhibits.

Lanier Technical College plans to increase its impact in Forsyth County greatly during the coming year. The new Forsyth Conference Center is part of a larger 60,000-square-foot project that includes a health sciences instructional facility on the College’s Forsyth campus.
The new building will nearly double the size and instructional capacity of Lanier Tech’s operations in Forsyth County. This expansion comes in response to the school’s record enrollment growth and the need in the community for new training programs in health occupations.

This state-of-the-art facility will house many of the school’s medical training programs, including Cardio Vascular Intravenous Technician, Diagnostic Medical Sonography, Echocardiography Technician, Medical Skin Care Technician, Personal Trainer Technician, Physical Therapist Assistant, Radiologic Technician, Vascular Sonography Technology, and Surgical Technology programs. The College selected these medical programs based on a thorough needs analysis.

The new facility was built using $12.7 million in state funding that was part of the Technical College System of Georgia’s capital outlay in the 2007 and 2008 budget years. Additionally, Forsyth County contributed $1 million in SPLOST funding to help fund the new Forsyth Conference Center.

Atlanta-based construction firm DPR is managing the project. "DPR Construction is very happy to be involved in this exciting project that will have such a positive impact on the community," said Chad Hamlin, project manager. "We have made a lot of progress in the last year on this project. We are looking forward to the completion of construction and the opening of the facility."

Lanier Technical College is a unit of the Technical College System of Georgia. The Forsyth Campus is the second largest of the five campuses in the college’s seven-county service area in Northeast Georgia. The college offers two-year associate degrees, diplomas, and technical certificates in a variety of occupational fields. Lanier Technical College also offers adult literacy training, continuing education classes, and seminars at the Forsyth Campus, which is located south of Cumming at Exit 13 on Ga. 400. For more information about the Forsyth Conference Center or to book the facility for your next event, please email forsythconferencecenter@laniertech.edu.
The Lanier Technical College Forsyth Conference Center is located on the Forsyth Campus, exit 13 off of GA 400. Just 30 miles north of downtown Atlanta, this lush, beautifully landscaped, fifty plus acre campus includes gardens and a memorial fountain enhancing the natural beauty of the grounds and providing the perfect backdrop for photo opportunities to frame your event.

This GA 400 location makes our conference center a convenient meeting place for North Fulton, Forsyth, Dawson and Lumpkin communities. The Forsyth Conference Center has 14,000 square feet of conference space with additional classrooms available as well.

The facility is designed for conferences, seminars, corporate meetings, receptions, trade shows, weddings and public events. It can be divided into eight rooms for smaller meeting needs as well.

Our professional conference sales staff can assist you in planning your event from room rental and set-up to finding catering services. We have staging available in different sizes and heights with full handicap accessibility. Additional services are provided including audio/visual equipment and wireless internet access.

CONFERENCE CENTER INFORMATION:

- 14,000 square feet of meeting space
- Movable partition walls
- State of the Art Audio Visual Technology
- Catering Kitchen
- Loading Dock
- Easy GA 400 access

For more information about our services and rates, please call us at: 770-781-6974 or online at: www.ForsythConferenceCenter.com

Types of Functions Hosted:

- Corporate Meetings/Events
- Dinners and Luncheons
- Tradeshows
- Concerts
- Graduation Ceremonies
- Proms and Formal Dances
- Weddings / Receptions

LANIER TECHNICAL COLLEGE FORSYTH CONFERENCE CENTER
Equal Opportunity Institution

Lanier Technical College
Forsyth Campus
7745 Majors Road
Cumming, GA 30041
ForsythConferenceCenter@laniertech.edu
Lanier Technical College offers classes, workshops, and training to support the local businesses and community in our seven county service area. We offer classes in many different areas of interest for both businesses and individuals. This can be to increase your knowledge and job skills or to simply learn something new that you have always wanted to try. We are in the process of setting up new classes at all of our campuses so remember to check out our website at www.laniertech.edu under the Continuing Education link to see our latest schedules.

With Continuing Education Lanier Technical College is providing training in the three following areas:

- **Workforce Development**
- **Personal Development**
- **Student Development**

**Workforce Development** - Lanier Technical College wants to play a key role in helping businesses maintain a highly skilled and technically trained workforce. We offer Microsoft Office Computer Workshops, Spanish, Customer Service, CPR/First Aid, Web Design and many more.

**Personal Development** - These classes encourage life long learning in many different areas of interest. Conversational Spanish, Buy and Sell on eBay, Digital Photography, and Adobe classes (Photoshop/ Illustrator).

**Student Development** - Lanier Technical College offers middle and high school students with classes that focus on different areas of interest, from college preparation (SAT and ACT Prep) to exploring different technical subject areas like Video Game Design, Electronics, and Robotics.

Here is a sample of the courses we are offering:

**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 9AM - 12PM**
**Dates: 7/20 & 7/22**
**Fee: $100 (includes book)**

**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.

**Jackson Campus**
**Tues. & Thurs. 9AM - 12PM**
**Dates: 7/13, 7/15, 7/20, & 7/22**
**Fee: $100 (includes book)**

**Conversational Spanish** - Learn the basics of the Spanish language so that you can communicate at work or when you travel. You will learn the names of foods, beverages, and how to ask for directions. The instructor will introduce you to the phrases and information that can make you feel more comfortable in a Spanish speaking environment.

**MDC**
**Mondays 6 PM - 9 PM**
**Date: 8/2, 8/9, 8/16, & 8/23**
**Fee: $150 (includes book)**

For more information call 770.531.6358
Continuing Education

**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.

Oakwood Campus
Monday & Wednesday 6PM – 9PM
Dates: 7/19 & 7/21
Fee: $100 (includes book)

**Microsoft PowerPoint** – Create a presentation, add visuals to slides: clipart, shapes and tables, use slides and color schemes and create a slideshow to finalize presentation.

Oakwood Campus
Monday 8:30AM - 3:30PM
Dates: 7/26, 9/20, or 11/10
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.

Forsyth Campus
8:30AM - 3:30PM
Dates: 7/13, 9/2, or 10/26
Fee: $100 (includes book and practice CD)

**Microsoft Excel** - Create, edit, and format worksheets. Create and copy formulas and functions. Create and modify charts. Work with Borders and Shading. Understand relative, absolute, and mixed references. Create headers and footers. Adjust page setup, print area, and print titles.

Forsyth Campus
8:30AM - 3:30PM
Dates: 7/8, 8/31, 10/21, or 12/16
Fee: $100 (includes book and practice CD)

**Heartsaver CPR** - teaches lay rescuers how to recognize and treat life threatening emergencies, including cardiac arrest and choking for adult, child, and infant victims. Students also learn to recognize the warning signs of heart attack and stroke in adults and breathing difficulties in children.

Jackson County Campus
Thursday 9AM – 3PM
Date 1: 10/14 or 12/2
Fee: $75 (includes book and card)

**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 9AM – 12PM
Dates: 10/6, 10/13, 10/20, & 10/27
Fee: $100 (includes book)
Continuing Education

**OSHA 10 Industrial** - This course is ideal for supervisors with safety and health responsibilities, and for employee safety and health awareness. Students will be introduced to OSHA policies, procedures and standards as well as general industry safety and health principles covered in OSHA Act Part 1910. Special emphasis will be placed on areas most hazardous using OSHA standards as a guide. Upon successful completion of the course, participants will receive an OSHA 10-Hour General Industry Outreach DOL course completion card within 4-6 weeks.

MDC
Monday & Tuesday 8AM – 1PM
Date: 10/11 & 10/12
Fee: $150.00

**Microsoft Outlook Introduction** – 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.

Forsyth Campus
8:30 AM - 3:30 PM
Dates: 7/15, 8/19, 9/23, 10/28, or 12/7
Fee: $100 (Includes book and practice CD)

**Introduction to Microsoft Word** - In the Intro 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.

MDC
Monday 8:30 AM – 3:30 PM
Dates: 10/18 or 12/6
Fee: 100.00 (includes book)

**Workplace Spanish for Supervisors** – This program is designed for supervisors who have direct contact with Hispanic employees or day laborers. 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.

Forsyth County Campus
Wednesday 6:00 PM – 9:00 PM
Date: 11/3, 11/10, 11/17, & 11/24
Fee: $125 (Includes book and CD)
Continuing Education

5S - Highly organized, well maintained work areas are fundamental to lean operation. The purpose of this 4 hour course is to teach participants how to apply the principles of 5S to create and maintain a clean, safe, visually organized workplace.

MDC
Thursday
8:30 AM – 12:30 PM
Date: 7/29
Fee: $150

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

Oakwood Campus
Monday 9AM – 3PM
Date: 7/26 or 9/13
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.

Banks County Center
Tues & Thur 9 AM - 12 PM
Dates: 8/17 & 8/19
Fee: $100 (Includes book)

Root Cause Analysis - The ability to solve problems is critical to all manufacturing and business operations. The purpose of this one day course is to teach participants how to apply a structured problem solving process to systematically identify, analyze, and eliminate the root causes of problems. Both Classroom instruction and hands-on team exercises will be used.

Oakwood Campus
Wednesday
Date: 8/18
8:30 AM - 4:30 PM
Fee: $295
Continuing Education

Value Stream Mapping – This one day course teaches participants how to create and use value stream maps to identify sources of waste and streamline production processes.

Oakwood Campus
Wednesday 8:30 AM - 4:30 PM
Date: 9/15
Cost: $295

Root Cause Analysis - The ability to solve problems is critical to all manufacturing and business operations. The purpose of this one day course is to teach participants how to apply a structured problem solving process to systematically identify, analyze, and eliminate the root causes of problems. Both Classroom instruction and hands-on team exercises will be used.

Oakwood Campus
Wednesday 8:30 AM - 4:30 PM
Date: 11/17
Fee: $295

Microsoft Word - In the Intro 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.

Jackson Campus
8:30 AM - 3:30 PM
Dates: 10/14 or 12/2
Fee: $75 (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.

Jackson Campus
Tues & Thur 9 AM - 12 PM
Dates: 10/5 & 10/7
Fee: $100 (includes book)

Microsoft Access Advanced – 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.

Forsyth Campus
8:30AM - 3:30PM
Dates: 8/10, 9/30, or 11/23
Fee: $100 (includes book and practice CD)
Continuing Education

**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 9AM - 12PM
Dates: 12/7 & 12/9
Fee: $100 (includes book)

**Root Cause Analysis** - The ability to solve problems is critical to all manufacturing and business operations. The purpose of this one day course is to teach participants how to apply a structured problem solving process to systematically identify, analyze, and eliminate the root causes of problems. Both Classroom instruction and hands-on team exercises will be used.

MDC
Wednesday 8:30 AM - 4:30 PM
Date: 8/19
Fee: $295

**Value Stream Mapping** – This one day course teaches participants how to create and use value stream maps to identify sources of waste and streamline productions processes.

MDC
Thursday 8:30 AM - 4:30 PM
Date: 12/16
Cost: $295

**Microsoft Word** - In the Intro 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.

Oakwood Campus
Mon & Wed 6PM - 9PM
Dates: 7/26 & 7/28
Fee: $100 (includes book)

**5S** - Highly organized, well maintained work areas are fundamental to lean operation. The purpose of this 4 hour course is to teach participants how to apply the principles of 5S to create and maintain a clean, safe, visually organized workplace.

Oakwood Campus
Wednesday 8:30 AM - 12:30 PM
Date: 10/27
Fee: $150

For more information and a complete listing please refer to our website at: www.laniertech.edu under Continuing Education or contact Royce Glenn, 770.531.6358, rglenn@laniertech.edu.
Why should Lanier Technical College be your choice for computer training?

- Personalized attention allows your individual needs to be addressed
- Pricing options available to meet your needs
- Private classes or one-on-one training available at a Lanier Tech campus or at your site

Workshop pricing and training options:

- Individual workshops (Includes manual and data file) $100
- Customized workshop at Lanier Tech (Up to 10 people) $1000
- Customized workshops at your location (Up to 10 people) $1500
- One-on-one coaching and training priced individually
- Senior Citizens (55 +) rate for individual workshops $85

Best Value

- Multiple workshops can be purchased at a savings up to 30%
  20–99 pre-purchased workshops (vouchers) $90 per voucher
  100–199 pre-purchased workshops (vouchers) $80 per voucher
  200 + pre-purchased workshops (vouchers) $70 per voucher

NEW online classes

- Earn Continuing Education Units (CEU’s) with online classes
- Choose computer training or non-technical skills such as customer service or managerial
- Sample lesson is available at no cost
- Microsoft Office Specialist Certification training
- Instructor assistance is only a phone call or email away
## Computer Workshop Schedule

### Forsyth

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Schedule</th>
<th>Time 1</th>
<th>Time 2</th>
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### Oakwood

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Forsyth:
- Evening Classes are two days.

Oakwood:
- Evening Classes are two days.

For more information call 770.531.4500
## Computer Workshop Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Description</th>
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<tr>
<td><strong>Oakwood</strong></td>
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**Evening Classes Are Two Days**

For more information call 770.531.4500
American Heart Association

Lanier Technical College offers services and training for 720 instructors and 41-satellite providers in our Training Center (TC) for the American Heart Association.

Training available for businesses, industries, and other organizations:

**Heartsaver CPR** – This course teaches CPR and relief of choking in adults and children, and infant CPR and relief of choking, and use of barrier devices for all ages.

**Heartsaver First Aid** – This course teaches how to manage illness and injuries in the first few minutes until professional help arrives. Course content includes General Principles, Medical Emergencies, and Injury Emergencies. Optional topics include CPR and AED, and Environmental Emergencies.

**Heartsaver (AED)** – The Heartsaver AED Course teaches CPR, AED use, relief of choking in adults and children, and infant CPR and relief of choking, and use of barrier devices for all ages.

Classes offered to healthcare providers and individuals in training for the healthcare industry:

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

**ACLS for Healthcare Provider** – Through the ACLS course, healthcare providers will enhance their skills in the treatment of the adult victim of a cardiac arrest or other cardiopulmonary emergencies. ACLS emphasizes the importance of basic life support CPR to patient survival; the integration of effective basic life support with advanced cardiovascular life support interventions; and the importance of effective team interaction and communication during resuscitation.

**Healthcare Provider/BLS Instructor** – Individual must have held a Healthcare Provider Card for a minimum of 2 years.

Scheduled Classes at the Oakwood Campus:

Cost: $150 for all INSTRUCTOR Courses
$50 each for all other Courses

For more information please call 770.531.6098.

<table>
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<tr>
<th>Month</th>
<th>Course Details</th>
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<td>July</td>
<td>05- BLS for Healthcare Provider 9am-3pm&lt;br&gt;12- BLS Instructor 9am-3pm&lt;br&gt;19- Heartsaver AED 9am-3pm&lt;br&gt;26- BLS for Healthcare Provider 9am-3pm</td>
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<td>02 BLS for Healthcare Provider 9am-3pm&lt;br&gt;11- BLS Instructor 9am-3pm&lt;br&gt;16- Heartsaver First Aid 9am-3pm&lt;br&gt;23- Heartsaver AED 9am-3pm&lt;br&gt;30- BLS for Healthcare Provider 9am-3pm</td>
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<td>02- BLS for Healthcare Provider 9am-3pm&lt;br&gt;09- BLS Instructor 9am-3pm&lt;br&gt;16- Heartsaver First Aid 9am-3pm&lt;br&gt;23-Heartsaver AED 9am-3pm&lt;br&gt;30- BLS for Healthcare Provider 9am-3pm</td>
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WORKFORCE > Summer/Fall 2010

For more information call 770.531.6098
Training Center

Organizations may affiliate with Lanier Technical College’s Training Center to provide American Heart Association training. A satellite may be a hospital, an EMS service, or a fire department.

Cost of Cards:
$4 Each.

ACLS, PALS, & PEAR cards $5 Each.

Purchase 1500+ and get a $1.00 off Each Card.

Mannequin & AED Rental $8 Each

For more information call 770.531.6098
Real Estate Licensing/Training

Providing the highest standards in pre-licensing and continuing education courses for the real estate professional

Why Lanier Tech for your real estate training?

• All classes are On-line or computer based so you can learn in the comfort of your own home
• Lanier Technical College will keep a training record for you. Just call us, we will have it!
• Earn Continuing Education Units for your classes.

CBT and online courses are available. Work at home at your own convenience!

School Code #3486

Please call 770.531.4500 for additional information.

Computer based Georgia Pre-license Fundamentals course $385, and Online version is $395.
License Renewal

Lanier Technical College offers License Renewal Workshops, which meet or exceed Georgia’s continuing education requirements.

Persons holding Conditioned Air Contractors, Electrical Contractors, or Master and Journey-man Plumber License must complete four hours per year of instruction in their related profession. Transcripts for four hours of CEU’s will be provided at the successful completion of each workshop.

**Plumbing Contractors License Renewal**

$75 per class
Tuesday, Aug 24, 6:00 p.m. – 10:00 p.m.
Thursday, Oct 28, 6:00 p.m. – 10:00 p.m.
Class will be taught from the latest code book. Participants should bring code book to class.

**Electrical Contractors License Renewal**

$75 per class
Tuesday, Aug 10, 6:00 p.m. – 10:00 p.m.
Thursday, Oct 14, 6:00 p.m. – 10:00 p.m.
Class will be taught from the latest code book. Participants should bring code book to class.
Lanier Technical College has experienced trainers who can help your organization reach its goals with well trained managers and informed leaders. Sample topics available in this area are provided below. If you have other training needs, please give us a call.

Basics of Supervision and Management: Delegating, communicating effectively, performance appraisals and sharing job knowledge are included in this training.

Leading Change in the Workplace Leaders see change as opportunity. Learn how to manage change and productivity during times of transition.

Managing Multiple Projects and Objectives: Learn systems that help you multi-task, establish priorities, track projects, manage schedules, and handle details.

Training Managers to Train: The basics of adult learning principles are introduced and practiced using your workplace examples. Course is very interactive with lots of feedback and skills practice.

Leadership and Management Styles: Learn the basic principles of effective leadership and identify your leadership style. You will complete a nationally known assessment tool and learn how to best use this information to benefit you in the workplace.

Customized pricing available
Customer Service

The workshops are designed to meet an organization’s specific needs and incorporate actual workplace problems and situations.

Lanier Technical College provides customized training in the area of customer service.

Communication Skills:
Covers the basics of giving clear messages and what active listening really involves. Communication styles and the impact these have on daily activities in an organization are discussed.

Customer Service Basics:
Internal and external customers are defined and the importance of each is discussed. What are the service expectations of your customers and how can you meet and surpass these?

Managing Difficult People:
Handling difficult customers is essential to a businesses success. Defusing a volatile situation and a positive approach to conflict are covered. A customer interaction model is provided and role play is part of the training.

Telephone Service Skills:
A positive phone image is important to customer service. Voice, words and conversational management help present a positive image. Role play is used to practice techniques presented.

Serving the Multicultural Customer:
Awareness of cultural profiles is essential to providing good service to multicultural customers. The importance of body language when dealing with different cultures is stressed.

Customized pricing available

For more information call 770.531.6358
Lanier Technical College is pleased to offer a course and method for acquiring conversational skills in Spanish.

This method has been successfully taught for 40 years in businesses, organizations, and for individuals throughout the U.S. You determine the content of the training and design your individual training manual. Forget about grammar and spelling – conversational Spanish is the only focus.

- Make your own personal rules
- Determine your own personal course content
- Learn survival workplace words after just 24 hours

Customized courses available for a maximum of 30 people; 16, 24 or 40 hour courses are available.

Call 770.531.4500 for additional information.
Industrial Safety Training

Our goal is to provide all the OSHA compliance safety training needed – to be a one stop training source.

Lanier Technical College wants to provide all the OSHA compliance safety training needed by an organization. Any class that OSHA requires you or your organization to maintain, we can provide.

Training classes are available during both day and night hours for your scheduling convenience. Classes are not limited to this listing. Call us with your specific needs.

HAZWOPER – 24 Training hrs.
Site Worker – 40 Training hrs.
Hazmat Refresher/Drill – 8 Training hrs.
Confined Space Permit Issuer – 16 Training hrs.
Confined Space Entrant/Attendant – 16 Training hrs.
Confined Space Rescue – 16 Training hrs.
Confined Space Rescue – 24 Training hrs.
Fork Truck Training – 6 Training hrs.
Lock-Out Tag-Out – 4 Training hrs.

Customized pricing available

For more information call 770.531.6358
Career Track Training--Certificates and Courses

Learn anytime from anywhere. Our program features high-quality instructor-led and self-directed online courses and certificates. Choose a course of study from our online course catalog and take your learning needs to a new level. Enroll today (start anytime) or choose from a fixed start date. Lanier Technical College online catalog in association with JER Group, Inc. offers courses in over 45 different subject areas.

Follow this link to enroll in our courses: http://www.coursecatalog.com/laniertech

All that is needed to take our courses is an email address, web browser and reliable Internet Access.

Online Courses/Certificates

• Industry-based instruction via email, web and corporate Learning Management System
• Courses range in time on average 5-6 weeks, 90 Days, 3-12 months (check course descriptions for details)
• Assessment--quizzes, completion projects and final exams vary depending on course of study
• Instructor-led interaction/feedback via email/web/learning management
• Self-directed courses engage student in interactive learning activities and projects
• End of course evaluations • Industry Certification (check course descriptions)
• Certificates of Completion (optional)

For more information please contact:

Royce Glenn
Lanier Technical College
2990 Landrum Education Drive
Oakwood, Georgia, 30566
770.531.6358
770.531.6355 (Fax)
rglenn@laniertech.edu
Economic Development Programs Registration Form

How To Register: Complete this form and either Mail: Lanier Technical College,
Attn: Economic Development, 2990 Landrum Education Drive, Oakwood, GA 30566
Fax: 770-531-6355 Email: patti@laniertech.edu

Name
Address
City
State
Zip
County
Home Phone
Business Phone
Fax
Billing Name
Employer Contact
Email
Billing Address
City
State
Zip
Federal ID #

Date of Birth | age | sex | race | Social Sec. #
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Last Grade Level
Completed

Sex Codes
1. Male
2. Female

Race Codes
1. Amer. Indian
2. Asian
3. Black
4. Hispanic
5. White

Course Name | Date | Location | Fee
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Minimum Class Size Policy: We always strive to conduct all scheduled workshops. However, there may be times when registration numbers will require us to reschedule. We apologize for any inconvenience this may cause.

Cancellation Policy
You may cancel your reservation and reschedule up to one day prior to the workshop without penalty. Due to the limited notice, all cancellations less than one day in advance will not be refunded. To cancel a workshop for any campus you must:
Fax: 770-531-6355,
Email: patti@laniertech.edu.
Phone: 770-531-4500 by 9AM the day before the workshop is to be conducted. There will be no exceptions.

Method of payment: Check ☐ Cash ☐ Invoice ☐ (letter of request or purchase order required)
Charge My: Visa ☐ Master Card ☐ Card # ___________ Exp. Date: ______ Sec. Code: ______
Card holder (Please Print) ___________________________ Date: ___________

(for invoice request and credit card payments)
We Deliver Results
Economic Development Programs

Lanier Technical College
2990 Landrum Education Drive
Oakwood, GA 30566
www.laniertech.edu