



leading business growth in Geauga County

geauga growth partnership, inc.

KSU/ GGP Workforce Development Training at Kent State University at Geauga

Geauga Growth Partnership & Kent State University at Geauga are committed to helping employers respond to the training and lifelong learning needs of Northeast Ohio. Kent's wide variety of non-credit continuing-education programs are designed to help develop a premier workforce in our region.

☐ **Code: IQ Basic Quickbooks**

September 6, 2019 | Time: 8:00 am – 5:00 pm

This course helps users set up a business from scratch. It covers lists of accounts, customers, vendors, and employees. The course also deals with paying bills, processing payments, creating invoices, using the check register, writing checks, and entering deposits.

☐ **Code: BE Intro to Excel**

September 20, 2019 | Time: 8:00 am – 5:00 pm

This course teaches the basics of using Excel: creating, opening, and editing spreadsheets. It covers fonts, font colors, font sizes, cell shading and borders, and editing techniques. Formatting of cells (different types of data), simple functions (sum and average), printing, and simple charts are also included.

☐ **Code: BW Business Writing (Word)**

September 27, 2019 | Time: 8:00 am – 5:00 pm

Learn the basics of formatting letters and email through Microsoft Word and Outlook. Focus on grammar, tone, audience, and content when constructing different types of letters such as informational, negative, and congratulatory. Enhance your proofreading skills while editing your letters and email messages.

☐ **Code: IE Intermediate Excel**

October 11, 2019 | Time: 8:00 am – 5:00 pm

The intermediate level Excel class covers using multiple worksheets and workbooks, advanced formatting, outlining and subtotals, and creating named ranges. It also focuses on using, sorting, and filtering lists and tables; advanced charting methods; and documenting and auditing.

☐ **Code: AC Intro to Access Database** [This course has been postponed]

October 18, 2019 | Time: 8:00 am – 5:00 pm

This course focuses on creating databases: tables and their fields, forms, queries, and reports. This includes determining data types and designing reports that are legible. The concept of creating a relational database and how it differs from spreadsheets is also covered.

☐ **Code: AQ Advanced Quickbooks**

November 1, 2019 | Time: 8:00 am – 5:00 pm

The advanced Quickbooks course teaches how to create and use memorized transactions, customize forms, create reports, and track and pay sales tax. It also focuses on payroll, creating job estimates, tracking time, and writing letters.

☐ **Code: AE Advanced Excel ***

November 8, 2019 | Time: 8:00 am – 5:00 pm

The advanced level Excel class teaches using advanced functions, lookup and data tables, and advanced list management. Pivot tables and charts, exporting and importing data, various analytical options (scenarios, goal seek, and solver), and an introduction to macros are also taught.

☐ **Code: MC Macros (Excel)**

November 22, 2019 | Time: 8:00 am – 5:00 pm

Use VBA (Visual Basic for Applications) to automate tasks, create user-friendly forms, and improve productivity while using Excel. This class is designed for experienced Excel users who want to go above and beyond using Excel's functions and features.



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Order Form

- All classes are taught by Judy Paterniti, KSU Instructor. Computer stations are supplied for all classes.
- Booklet materials for each class are handed out at the class.
- All 8am – 5pm courses have a one(1) hour break for lunch.
- Non-credit continuing education courses provide participants with a certificates of completion when course is completed.
- On site training is available. Please contact 440-564-1060 or 440-834-3719 to discuss your needs.

Fee Schedule

GGP Member (Price is per person/per course): Excel Courses \$95.00 Quickbooks Courses \$150.00

All Others: (Price is per person/per course): Excel Courses \$115.00 Quickbooks Courses \$175.00

Name: _____ Phone _____ email _____ Course Code: _____

Name: _____ Phone _____ email _____ Course Code: _____

Name: _____ Phone _____ email _____ Course Code: _____

Name: _____ Phone _____ email _____ Course Code: _____

Name: _____ Phone _____ email _____ Course Code: _____

Name: _____ Phone _____ email _____ Course Code: _____

Payment: Please calculate and provide total due here _____.

Check enclosed Invoice Me Credit Card. Payment must be received prior to class start unless otherwise arranged. Contact [440-564-1060](tel:440-564-1060) for credit card processing and invoicing. Please email order form to info@geaugagrowth.com.

Please make checks payable to the Geauga Growth Partnership (GGP).

Mail to GGP, 12373 Kinsman Rd #106, Newbury, OH 44065

Please fill out the following:

Company Name & Complete Address [if not a member]

Ordered by: _____ Phone: _____ Email: _____

Terms & Conditions: Payment is required prior to start of class(es) unless otherwise arranged. If class is cancelled for any reason, payment will be refunded within 10 days. You may cancel up to 5 days in advance of a class for a full refund otherwise a credit will be issued towards future classes. KSU and GGP have the right to cancel a class at any time due to insufficient enrollment or weather. All courses held at Kent State University at Geauga, 14111 Claridon-Troy Road, Burton, OH 44021. Questions? Call GGP at 440-564-1060 or Judy Paternite at 440-834-3719