



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. KSU's wide variety of non-credit continuing-education programs are designed to help develop a premier workforce in our region.

**Code: IE Intermediate Excel**

**February 28, 2020 | 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: AE Advanced Excel**

**March 06, 2020 | 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: BE Intro to Excel**

**March 25, 2020 | 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: PP PowerPoint**

**April 17, 2020 | Time: 8:00 am – 5:00 pm**

This course introduces the basics of PowerPoint: creating slides, adding text and graphics, using different designs, and adding transitions and some interactivity. It will include do's and don'ts to ensure that the presentations are dynamic, interesting, and easy-to-follow. We will also work on creating custom presentations, integrating other Office files (spreadsheets, databases, and documents), creating interactive elements, and customizing tables and graphics. Participants will practice delivering their presentations to the class.

**Code: IW Intermediate Word**

**May 1, 2020 | Time: 8:00 am – 5:00 pm**

The intermediate level course focuses on creating and using styles, formatting sections and columns, formatting and adjusting tables, and printing labels and envelopes. Also covered are tracking changes, mail merge, advanced graphics, and using templates.

**Code: BQ Basic Quickbooks**

*[This course is tentative and will be confirmed]*

**June 10, 2020 | 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 AQ Advanced Quickbooks**

*[This course is tentative and will be confirmed]*

**June 24, 2020 | 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.



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## Order Form

- Classes require a minimum of 6 participants to be held. Confirmation of enrollment, and payment will be processed at that time.
- Courses are taught by Judy Paterniti, KSU Instructor on networked computer stations supplied by KSU. Course 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 certificate 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 (Price is per person/per course)

GGP Member:  Excel/ Word/Powerpoint \$ 99.00  Quickbooks \$150.00

All Others:  Excel/ Word/Powerpoint \$125.00  Quickbooks \$175.00

Name: \_\_\_\_\_ Role \_\_\_\_\_ email \_\_\_\_\_ Course Code: \_\_\_\_\_

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Name: \_\_\_\_\_ Role \_\_\_\_\_ 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. Email order form to [info@geaugagrowth.com](mailto:info@geaugagrowth.com).

Please make checks payable to the Geauga Growth Partnership. Mail to Geauga Growth Partnership, 12373 Kinsman Rd # 106, Newbury, OH 44065

Please fill out the following: Company Name & Complete Address are required

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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