

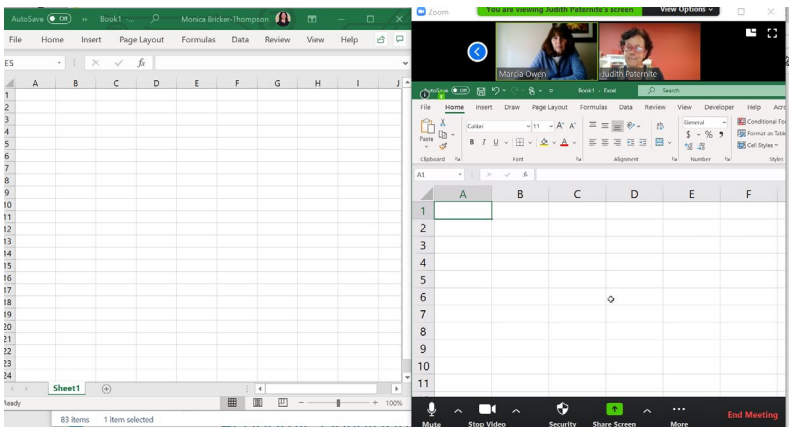


Workforce Development Instructor – Led Virtual Classroom Training

Geauga Growth Partnership & Kent State University at Geauga are committed to helping employers respond to the training and lifelong learning needs of Northeast Ohio. To be supportive of the needs of our business community, we are offering non-credit continuing education Microsoft software training. Classes are instructor-led in a virtual classroom, utilizing Zoom technology. Professor Judy Paternite, Kent State Geauga will conduct the trainings.

The virtual classroom- how it works:

The instructor will be sharing her screen as she teaches. The participant will see the instructor's screen, while also having their software program open on their own screen to input data. Participant can share their screen with the instructor as well. See image below.



Audio allows an interactive dialog for questions, and participants can also submit questions in advance that they might want to focus on before each class.

The chat function is also available. A workbook and sample files would be sent by instructor in advance.

Technology needs:

The participant will need a desktop or laptop computer, with Microsoft Office software (we suggest 2016 version is best), and a wi-fi connection. If participant has access to a 2nd screen to place beside their desktop or laptop, it can enhance the learning experience but is not a requirement.

Code: BEV Intro to Excel

June 9,11,16 18, 2020 | Time: 9:00 am – 10:30 am

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: PPV PowerPoint

July 7,9,14,16 2020 | Time: 9:00 am – 10:30 am

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

August 4,6,11,13 2020 | Time: 9:00 am – 10:30 am

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.



leading business growth in Geauga County

geauga growth partnership, inc.

Registration Form

- Each virtual class will be taught over 4 sessions of 90 minutes each, with an optional email/chat with instructor post 4 sessions.
- Classes require a minimum of 6 students to be held. Registration is required. Payment is required 3 days prior to the start of the first class.
- Once payment is received we will invite you to the Zoom class with an Outlook invite so that you will have the Zoom meeting link in your calendar. Please click it and register for the program.
- The day of the class, you will access the link and log in to join the class. You can get in early (about 10:00 ahead) and when the instructor is ready to begin they will start the training.
- Participants will receive a certificate of completion when course is completed.

Fee Schedule (Price is per person/per course)

GGP Member Fee \$ 99.00 : Excel Word Powerpoint

All Others Fee \$125.00 : Excel Word Powerpoint

Name: _____ Role _____ email _____ Course Code: _____

Name: _____ Role _____ email _____ Course Code: _____

Name: _____ Role _____ email _____ Course Code: _____

Name: _____ Role _____ email _____ Course Code: _____

Name: _____ Role _____ email _____ Course Code: _____

Name: _____ Role _____ email _____ Course Code: _____

Payment: Please calculate and provide total due here _____.

Check enclosed Invoice Me Credit Card. Contact [440-564-1060](tel:440-564-1060) for credit card processing and invoicing.

Email order form to 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

Ordered by: _____ Phone: _____ Email: _____

Terms & Conditions: Payment is required 3 days 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.

Registration Questions? Call GGP at 440-564-1060. Course information? Call Judy Paternite at 440-834-3719