



leading business growth in Geauga County

geauga growth partnership, inc.

2022

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.

Unless noted, classes will be held in person at Kent State Geauga in Burton, Ohio.

Code BE Introduction to Excel

February 11 & 18 | Time: 8:30 am – 12 noon

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 MA Introduction to Access Database

February 25 & March 4 | Time: 8:30am - 12 noon

his course focuses on creating a database able to handle information or user information. This course includes information on the types of data and information that can be stored in a relational database and how to create and use a query to retrieve information.

Code: IE Intermediate Excel

March 11 & 18 | Time: 8:30 am – 12 noon

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

April 8 & 15 | Time: 8:30 am – 12 noon

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.

Open to all employees

Summer Series, Monday mornings 8am-9:30am



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Order Form

- Classes require a minimum of 6 participants to be held. Prefer you register 1 week before the class. Payment will be processed at that time. If course is canceled, payment will be refunded.
- Courses are taught by KSU Geauga Instructors and materials for each class are handed out at the class.
- We are now offering CEU's 10 hours of class = 1 CEU; offered for all KSU Non-credit continuing education courses. This will be noted on the certificate of completion when course is completed.
- On campus, in person class may require masks to be worn and social distancing. KSU policies will be sent to all enrolled and are expected to be followed.
- On site training is available should you want to bring any of these trainings to your employees at your company or organization. Please contact 440-564-1060 or 440-834-3719 to discuss your needs.

Fee Schedule (Price is per person/per course)

GGP Member: Excel/Access \$125.00

All Others: Excel/Access \$150.00

Name	Email	Phone Number	Course code

If it's easier to send a list of participants, classes and choices, you may send a spreadsheet. Information above must be given for each person.

Payment: Please calculate and provide total due here _____.

Check enclosed Invoice Me Credit card.* Pay via Square [here](#). Payment must be received prior to class start unless otherwise arranged. Contact info@geaugagrowth.com for invoicing.

Email order form to info@geaugagrowth.com.

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 and Conditions: Payment is required prior to start of class(es) unless otherwise arranged. If class is canceled 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. Questions? Call GGP at 440-564-1060 or Judy Paternite at 440-834-3719