### WORKFORCE DEVELOPMENT

The Workforce Development Program at Kent State University Geauga is your local resource for lifelong learning, professional development, customized training, business consulting, assessment services, online training classes, professional certifications, research projects, and other special programs.

The Workforce Development Program can provide your organization with the information needed to make better hiring, placement and promotion decisions.

**To register please contact us at 440-834-4187 or visit us on the web at www.kent.edu/geauga**

### COURSES OFFERED

All courses include books and practice files. Coffee and pastries will be provided for morning classes; drinks and snacks will be provided for afternoon sessions. Unless noted, all classes are 8 hours that are divided into two 4-hour sessions. Courses are offered at Burton and Twinsburg locations. See the schedule for dates and times.

**Microsoft Word Intro**

This course teaches the basics of using Word: creating, opening, and editing documents. It covers fonts, font colors, font sizes, margins, editing techniques, and using bold, italics and underline. Also included are paragraph formatting, adding graphics, using tables and printing.

**Microsoft Word Intermediate**

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, advanced graphics, and using templates.

**Microsoft Word Advanced**

The advanced level course teaches using mail merge, working with forms, and dealing with various objects and backgrounds. It also focuses on long documents: using master documents, table of contents, indexes, and bookmarks.

**Microsoft Excel Intro**

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.

**Microsoft Excel Intermediate**

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.

**Microsoft Excel Advanced**

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.

**Microsoft PowerPoint Introduction**

The introductory PowerPoint course teaches the basics of creating presentations. Learn how to use colors, themes, outlines, layouts, transitions, animation, and printing options. Time will be allotted for practicing and presenting your creations.

**Microsoft PowerPoint Advanced**

The advanced PowerPoint course focuses on creating custom presentations, integrating other Office files (spreadsheets, databases, and documents), creating interactive elements, and customizing tables and graphics. Design and presentation techniques are also included.

**Microsoft Outlook**

This course teaches customizing the Outlook platform; reading, writing, and sending e-mail; viewing and saving attachments that were received; and attaching documents to outgoing e-mail. Working with contacts, creating to-do lists, and using the calendar are also taught. Additional topics include sharing calendars, assigning tasks, and inviting others to meetings.

**Microsoft Access Intro**

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.

**QuickBooks Intro**

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.

**QuickBooks Advanced**

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.

**Social Media for Businesses**

This class examines best ways to use Facebook, Twitter, and LinkedIn for individuals and businesses. Discussion includes how to protect a company’s reputation from disgruntled customers and/or past employees. Also included are google analytics and other tools to view how often people look at the company’s website and other online marketing tools.

**Web Design**

Learn how to create websites. You will use Microsoft Expression Web to design web pages. Use styles to add color, fonts, layouts, and more. You will also learn about finding and using web servers to host your websites.

**STNA**

Multi-day course that helps prepare you for the state competency exam to become a nursing aide. This is a combination of classroom and experiential learning. Classes are available in two convenient locations starting in September.