

Itasca Community College

Continuing Education Classes

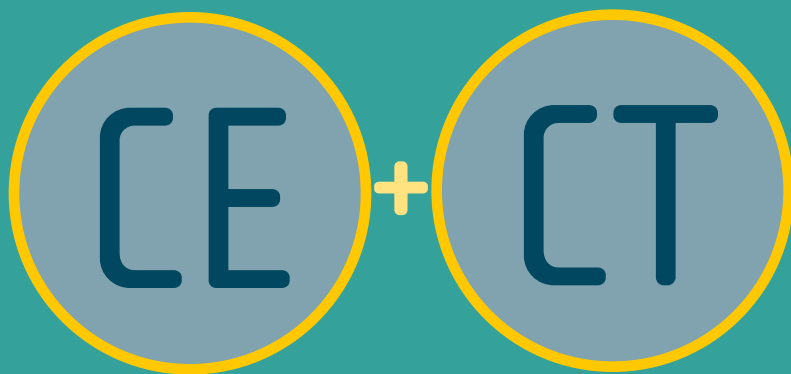
DESIGNED FOR THE GENERAL PUBLIC,
SMALL BUSINESSES AND
EVERYTHING IN-BETWEEN.
IF YOU DON'T SEE WHAT YOU WOULD LIKE,
CALL US TO DISCUSS SETTING IT UP FOR YOU.

Also available:
Customized Training

EDUCATION AND TRAINING
FOR YOUR SPECIFIC BUSINESS NEEDS.
CALL US TO DESIGN YOUR PROGRAM.

218-322-2410

www.itascacc.edu/clc



FALL
2011

Dont miss out! These classes are being offered here at Itasca Community College this fall - go to our web site www.itascacc.edu/clc to find out the details!



ITASCA
COMMUNITY COLLEGE
1851 East Highway 169
Grand Rapids, MN 55744

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Member of the Minnesota State Colleges and Universities System

QuickBooks Series

Try These Classes and Work Less Time, Get More Done!

Quickbooks Setup

Wednesday, October 5, 6-9 pm

Fee: \$55

Location: ICC Davies Hall Room 233

Quickbooks Setup covers setting up the company file and creating lists, and is intended as the starting class for new Quickbooks users.

Using Quickbooks

Wednesdays, October 12, 19 & 26, 6-9 pm

Fee: \$129

Location: ICC Davies Hall Room 233

Whether you are a business owner or an employee, QuickBooks training gives you a competitive edge. Accounts payable, accounts receivable, and payroll will be a few of the topics covered in this class. The final class will be tailored to the participants' needs and may include inventory, purchase orders, estimates, receipts, invoices, statements, time sheets, tax forms, using classes, journal entries, and memorizing transactions.

Certified Dementia Practitioner

Class # ICC0075

Friday, October 14

9 am -5 pm

Instructor: Joey Jacobson

Location: Itasca Community College

Fee: \$179

The Certified Dementia Practitioner course is an 8 hour training program that is one of the requirements of the National Council of Certified Dementia Practitioners.

Train in the comfort of your own home!

Online Workforce Training Programs

Grant Writing - Steps for Success

Class # ICC010

Mondays, October 17 & 24

8:30am - 11:30am

Instructor: Mary Kay Jacobson

Location: ICC Continued Learning Center

Fee: \$75.

Take the mystery out of grant writing! Learn the grant writing process, and how to pursue private, state, federal, and corporate grants.

Design your own customized training with us!

Computer Classes
Safety Training
TMA
NA

Call 218-322-2410

www.itascacc.edu/clc or call 218-322-2410 for registration