

## BUSINESS

### Accounting for Non-Accountants

Designed for individuals with little or no background in accounting but who need general knowledge of the field. You will learn underlying concepts and principles of financial accounting. You will receive practical instruction in the accounting cycle, identify assets and liabilities, interpret financial statements, and understand cash flow analysis.

**\$210.00**

Lafayette | Tuesday | June 30–July 21 | 5:30pm–8:30pm

### QuickBooks Pro

QuickBooks Pro is one of today's most popular business accounting software packages. If you are a business owner or operator who needs to organize records and streamline accounting duties, this class will help you.

*Prerequisite: Accounting for Non-Accountants or knowledge of accounting.*

**\$479.00**

Lafayette | Tuesday | July 28–Sept. 15 | 5:30pm–8:30pm

### Achieving Supervisory Excellence (ASE)

Frontline leaders are critical to your organization's success. Are they trained to meet the challenges they will face? ASE provides a structured and comprehensive overview and skills training program for first-time and seasoned supervisors.

**\$1,875.00**

Lafayette | Monday | June 1–Aug. 10 | 8am–4pm

Lafayette | Monday | Aug. 17–Nov. 2 | 8am–4pm

Monticello | Monday | Nov. 9–Jan. 18 | 8am–4pm

### Certified Manager

Prepares experienced managers for the Certified Manager exam offered by the Institute of Certified Professional Managers (ICPM, <http://www.icpm.biz/>). Students are instructed in three major areas of management: planning, organizing, and leading and controlling. The course consists of three online modules which are completed independently. They include PowerPoint and video presentations, quizzes and practice exams, accompanied by text. Periodic discussions and presentations are facilitated locally by a certified manager. Each module is followed by a two-hour online exam. The start date is flexible, but completion is expected within 15 months.

<http://www.icpm.biz/>

**\$1,375.00**

### Bridging Generations in the Workplace (Diversity)

Sometimes our perceptions of others are accurate... sometimes not. In order to lead, manage, and coach each generation, we must make sure we are not impacted by negative assumptions. This course takes an objective view at the four generations currently in the workplace and offers tools for managing and motivating each of them.

**\$110.00**

Lafayette | Wednesday | Sept. 23 | 9am–3pm

### Introduction to Nonprofit Management

Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors. In this course, a seasoned veteran in the nonprofit management field will show you how to transform good intentions into a professional plan of action. You'll understand the unique characteristics of nonprofit organizations while mastering the core knowledge necessary to become an effective leader in the nonprofit arena. There are specific start dates for these online classes.

*Course is offered once a month on a specific date.*

**\$84.00**

See Ed2go website for dates | [www.ed2go.com/bitlaf/](http://www.ed2go.com/bitlaf/)

### Volunteer Income Tax Assistance Program (VITA)

Learn how to prepare Forms 1040EZ, 1040A and the basic 1040 with related schedules. The VITA certification preparation course provides students with the guidelines and tools needed to prepare an accurate return for taxpayers. The training material will introduce the major components of the VITA return preparation process.

*Please call for availability.*

Call for pricing

Lafayette | Saturday | Dec. 5, 12, 19 | 9am–4pm

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## COMPUTING

### Computers for Beginners

Prepares you with basic working knowledge of the micro-computer. Hardware and software terms and procedures are discussed. Successful completion of this course will prepare the student to pursue other software packages in depth.

**\$175.00**

Lafayette | Monday | June 29–July 20 | 6pm–8pm

Monticello | Tuesday | Aug. 11–Sept. 1 | 6pm–8pm

Crawfordsville | Thursday | Sept. 17–Oct. 8 | 6pm–8pm