

Pine Technical and Community College Classes

OFFERED IN PARTNERSHIP WITH AANJIBIMAADIZING



Pine Technical &
Community College

Office Basics Series *These courses can be taken by individually or together as a series.*

Computer Basics Certificate

16-hour course that covers beginning level Microsoft Word, Excel, Outlook and PowerPoint. Classes will run in 4 - ½ day sessions.

Location: D2 – East Lake Community Center (Gym), 36666 State Highway 65, McGregor, MN 55760

Date & Time: Monday, April 5 through Thursday, April 8, 2021 from 12:00pm to 4:00pm

-or-

Location: D1- Aanjibimaadizing Office (Conference Room), 43500 Migizi Drive, Onamia, MN 56359

Date & Time: Monday, May 24 through Thursday, May 27, 2021 from 12:00pm to 4:00pm

Business Computer Applications

(3 college credits) Stay up-to-date in the computer industry. Learn computer terminology, hardware and software as it relates to the business environment. Participants will use applications such as word processing, spreadsheets, databases and presentation graphics as well as business-oriented internet use and the principles of professional behavior in computing.

Location: D2 – East Lake Community Center (Gym), 36666 State Highway 65, McGregor, MN 55760

Date & Time: Wednesday and Thursdays, starting April 14 through May 20, 2021 from 12:00pm to 4:00pm

-or-

Location: D1- Aanjibimaadizing Office (Conference Room), 43500 Migizi Drive, Onamia, MN 56359

Date & Time: Wednesday and Thursdays, starting June 2 through July 8, 2021 from 12:00pm to 4:00pm

QuickBooks

QuickBooks is a personal or small business accounting software program used to manage income and expenses and keep track of the financial health of their business. You will learn the basics of how to invoice customers, pay bills, generate reports, and prepare for taxes.

Location: D2 – East Lake Community Center (Gym), 36666 State Highway 65, McGregor, MN 55760

Date & Time: Monday, April 12 and Tuesday, April 13, 2021 from 12:00pm to 4:00pm

-or-

Location: D1- Aanjibimaadizing Office (Conference Room), 43500 Migizi Drive, Onamia, MN 56359

Date & Time: Tuesday, June 1 and Friday, June 4, 2021 from 12:00pm to 4:00pm

Course Requirements: For all Office Basics Classes - Apply with Aanjibimaadizing. Complete Training Orientation and COVID-19 Training.

CLASS SIZES ARE LIMITED. ALL CLASS DATES ARE SUBJECT TO CHANGE TO DUE COVID-19.

**For more information, contact Karen at 320-362-4139 (call or text)
or karen.pagnac@millelacsband.com (email)**