

MANAGING GROWTH® - COMPUTER COURSES - SPRING 2010

The Regional Alliance and NJ TRANSIT will be offering one-day **hands-on computer training** courses to NJ TRANSIT **certified** firms. *Please check the appropriate box for each course you would like to register.*

REGISTRATION FORM

Fax completed form to 212-268-7509

Name: _____

Title: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____

Please provide an email, confirmation notices will be sent via email.

***All Computer Courses will be held from
9:00 AM to 3:00 PM at
NJ TRANSIT
One Penn Plaza East, 5th Floor
Newark, NJ***

*No food will be served or allowed in the in
the computer room*

*There is a \$25.00 registration fee per
course and per person*

Make check payable to "Fund for the City of NY"

*Mail to: Regional Alliance for Small Contractors
P.O. Box 20094, PABT, New York, NY 10129*

*We will notify you via email one week before each
class if you have been accepted.*

*If you have any questions, call Paola Camargo at
212-268-2991*

**Intuit QuickBooks Pro - Introductory Level
Friday, March 5, 2010**

Participants will learn how to use the QB Navigator and menu bar to perform job accounting. The course not only covers how to record a job's time and material consumption, but how to summarize that information into a report. You will also use the Navigator to perform all aspects of basic bookkeeping.

**Intuit QuickBooks Pro - Intermediate Level
Friday, March 19, 2010**

The participants will learn to use major menu bar functions such as Lists, Activities, Reports and Help. Standard accounting transactions will be reviewed to create invoices, apply cash, issue purchase orders, write checks and issue credits. You will learn how to create standard reports and graphs, how to delete transactions and correct errors. Prior experience with Intuit Quickbooks is required.

**Microsoft Excel - Introductory Level
Tuesday, March 16, 2010**

This session will provide an overview of working with a spreadsheet program. Participants will learn the elements of workbooks, worksheets and the different data types such as creating formulas for calculations. Designing and protecting worksheets as well as linking multiple worksheets to maximize efficiency will be reviewed.

**Microsoft Excel - Intermediate Level
Tuesday, March 30, 2010**

Participants will learn spreadsheet terminology, using formulas, entering and editing labels and values. The course will progress to working with more advanced features of Excel, such as entering functions, macros, formatting text and columns. It will also cover the relative and absolute referencing of cells. In this course, you will learn to create charts and enhance your spreadsheets and reports.

**Microsoft Excel - Advanced Level
Friday, April 9, 2010**

This course covers more advanced features of Excel and how they can help you manage your financial information. You will learn how to create what if statements that analyze if spreadsheet data meets certain criteria. You will also learn how to create macros to perform a series of functions using a single command. You will also learn how to analyze and calculate large amounts of data using Pivot tables

*Please register now.. space is limited!
Look inside for details...*

Computer Training Courses



THE
Regional Alliance
FOR Small Contractors
Building Tomorrow's Partnerships Today!

*Port Authority Bus Terminal
625 Eighth Avenue, 2nd Floor, North Wing
New York, NY 10018*