

Computer Training Courses

Sponsored by the Port Authority of NY & NJ
Spring 2014



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*



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THE PORT AUTHORITY OF NY & NJ

The Regional Alliance will offer one-day **hands-on computer training courses** to **Port Authority certified M/W/S/DBE firms**. *Please check the box(es) for which course(s) you would like to register.*

Microsoft Excel - Level 1
March 18, 2014 - 9:00 am to 4:30 pm
Fee: \$25.00

In this course participants will create and edit basic Microsoft Office Excel 2010 workbooks. Participants will learn the basic elements on how to create a worksheet and perform basic calculations using formulas and functions. Modifying, formatting, printing and managing an Excel worksheet will also be covered.

Microsoft Excel – Level II
March 19, 2014 - 9:00 am to 4:30 pm
Fee: \$25.00

In this course, students will learn to calculate data with advanced formulas, organize worksheets and table data, present data using charts, analyze data using PivotTables, Slicers, and Pivot Charts. The course will progress to working with more advanced features of Excel such as entering functions, macros, formatting text and inserting graphic objects.

Microsoft Project Levels I and II
March 26 and 27, 2014—9:00 am to 4:30 pm
Fee: \$50.00

This two-day course (levels 1 and 2) provides an overview of Microsoft Project 2010 to help you manage projects more effectively. It enables you to organize and filter your data, schedule tasks and resources, and produce accurate reports – all according to your changing information needs. The course will cover from the project basics to managing resources and multiple projects. Participants will learn how to outline tasks, edit and organize tasks, create task relationships, set constraints and deadlines, create a resource list, assign multiple resources, create project links, determine critical path, set interim plans and work with reports.

Intuit Quickbooks Pro - Introductory Level
April 24, 2014 - 9:00 am to 4:00 pm
Fee: \$25.00

Participants will learn how to use the QB Navigator and menu bar to perform job accounting. Course covers how to record time and materials consumption of a job and summarize it into reports. You will also use the navigator to perform all aspects of basic bookkeeping.

Intuit Quickbooks Pro - Intermediate Level
April 26, 2014 - 9:00 am to 4:00 pm
Fee: \$25.00

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.

MANAGING GROWTH® Spring 2014 REGISTRATION FORM

Name _____

Position _____

Firm _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Provide individual email, confirmation notices will be sent by email only.

**All classes will be held at
Horizon Computer Learning Center
290 Madison Avenue – 3rd Floor, NYC**

Fax completed form to 212-268-7509

**Make checks 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 two weeks before each class if
you have been accepted. PLEASE DO NOT send
payment until you have received a confirmation
notice via email.**

If you have any questions call 212-268-2991