



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



**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.*

**Intuit Quickbooks Pro - Introductory Level**

**Thursday, February 11, 2010**

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**

**Thursday, February 25, 2010**

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, April 6, 2010**

This session will provide an overview of working with a spreadsheet program. Participants will learn the elements of a workbook and worksheet 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**

**Thursday, April 29, 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.

**All Computer Courses will be held at  
1 Madison Avenue, 5th Floor - Classroom A  
(b/w 23rd & 24th Streets) New York, NY 10010  
10:00 am to 4:00 pm**

**MANAGING GROWTH®  
SPRING 2010  
REGISTRATION FORM**

Name \_\_\_\_\_

Title \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

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

Specialty \_\_\_\_\_

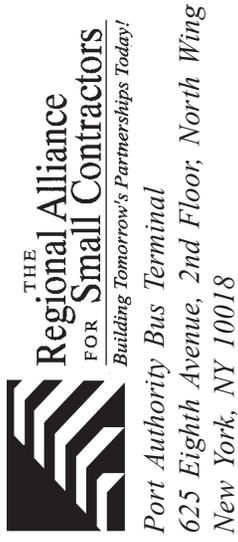
**No Food will be served or allowed in computer room.**

**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 one week before each class if  
you have been accepted. Confirmation notices  
will be sent via email.**

*Fax completed form to 212-268-7509. If you have any  
questions call 212-268-2991.*



# Computer Training Courses

Sponsored by the Port Authority of NY & NJ

**FALL 2009**