



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.*

**Microsoft Excel - Level 1**  
**September 19, 2017- 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**  
**September 26, 2017 - 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.

**Intuit Quickbooks Pro - Introductory Level**  
**October 11, 2017 - 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**  
**October 18, 2017 - 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® Fall 2017 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  
462 7th Avenue, 6th Floor, New York City**

**Please visit our website for online registration  
[www.regional-alliance.org](http://www.regional-alliance.org)**

**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.**

***If you have any questions call 212-268-2991  
Email: [pcamargo.rascny@verizon.net](mailto:pcamargo.rascny@verizon.net)***