<table>
<thead>
<tr>
<th>COURSE</th>
<th>DAY/DATES</th>
<th>TIME</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Microsoft Word</td>
<td>Mondays &amp; Thursdays July 8, 11, 15, 18</td>
<td>11:00am – 1:00 pm</td>
<td>Linda</td>
</tr>
<tr>
<td>2. Microsoft Excel</td>
<td>Tuesdays &amp; Thursdays July 30, August 1, 6, 8</td>
<td>1:00pm – 3:30pm</td>
<td>Howard</td>
</tr>
<tr>
<td>3. QuickBooks</td>
<td>Mondays &amp; Wednesdays September 9, 11, 16, 18</td>
<td>3:00pm – 5:00pm</td>
<td>Marc</td>
</tr>
<tr>
<td>4. Internet for Job Search</td>
<td>Tuesdays &amp; Thursdays September 10, 12, 17, 19, 24, 26</td>
<td>11:00am – 1:00pm</td>
<td>Sheri</td>
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</tbody>
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**Microsoft Excel**

Basic knowledge of computers is required.

Learn how to create, edit, save, and print spreadsheets. Pick up key shortcuts, tips and hints. Also covered: basic formulas, how to freeze and unfreeze panes, hide and un-hide columns, insert, rename and delete worksheets, sort and filter data, create custom headers and footers and work with comments.

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**Microsoft Word**

Basic knowledge of computers is required.

Learn how to create, edit and save documents, as well as formatting, printing, copying and pasting. Also covered: headers and footers, spellchecking, and tables. Learn paragraph and tab settings, find/replace, bullets and numbers, subscripts and superscripts, autocorrect and WordArt.

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**QuickBooks**

Basic knowledge of computers is required.

Designed for those new to QuickBooks. Learn how to set up a company’s QuickBooks, and how to add and work with customers, vendors, accounts and inventory in the Customer and Vendor Centers, the Chart of Accounts and the Lists Menu. Practice working with accounts, recording sales info., handling payments, payroll basics and sales tax, entering and paying bills.

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**Internet for Job Search**

Basic knowledge of computers and Internet is required.

The internet is an important tool to use during job search. This 6-part series will cover everything from using job boards, researching potential employers, and how to use social media in your job search. Come learn how to beat the applicant tracking systems (ATS) that sends your resume to the “black hole” and how to read job postings to shorten your search. These classes will include practical job search tips and give you hands-on experience so you feel confident using these skills. Every participant is eligible to schedule a one-on-one session with the instructor upon completion to review their internet job search plan.

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**Students are required to attend all sessions of a course.** Please bring a flash drive to class. Space is limited – first come, first served. Classes are free for Women’s Center clients. Registration fee for community members is $25.00 per course. Payment is due (cash or check made out to JFS) at time of registration.

**To register,** please complete and return the following form with payment.
JFS Computer Class Registration

Name: ____________________________________________

Phone: __________________________ Email: __________________________

Please Print

1. Microsoft Word (begins 07/08/19) __________________________________________

2. Microsoft Excel (begins 07/30/19) _________________________________________

3. QuickBooks (begins 09/09/19) _____________________________________________

4. Internet for Job Search (begins 9/10/19) _____________________________________

Please Note: JFS reserves the right to cancel courses at our discretion. Participants who register for computer classes must comply with the following policies.

- Class participants need to arrive 10 minutes early and be prepared for class. Homework assignments must be completed prior to the next class, either at home or during open lab time at JFS.
- Participants must complete all sessions of a course. (If you do not complete the entire course, you will need to repeat the class before you can receive a certificate of completion.)
- Class participants must call JFS before class if planning to be absent or late.
- Students who register and do not show up for class will not be enrolled in future computer classes this year.
- Registrations will be confirmed approximately 1 week before the start date of the class.

I have read the above policies and understand that as a participant in JFS computer classes it is my responsibility to comply with these rules.

_________________________________________
Print Name

Signature ___________________________ Date ___________________________

Please send this completed form, with payment, to:

JFS Middlesex County
Computer Training
32 Ford Avenue, 2nd floor
Milltown, NJ 08850

P: 732-777-1940
Womenscenter@jfsmiddlesex.org