Computer Training Classes Fall 2018

COURSE	DAY/DATES	TIME	INSTRUCTOR
1. Computer Basics	Mondays & Wednesdays 10/15, 10/17, 10/22, 10/24, 10/29	1:30 – 3:30 pm	Linda
2. QuickBooks	Mondays & Wednesdays 10/15, 10/17, 10/22, 10/24	5:30 – 7:30 pm	Marc
3. Microsoft Word	Mondays & Wednesdays 10/22, 10/24, 10/29, 10/31	10:00 am – 12:30 pm	Harriet
4. Microsoft Excel	Mondays 10/29, 11/5, 11/12, 11/19	5:30 – 7:30 pm	Howard
5. Microsoft Excel	Mondays & Wednesdays 12/3, 12/5, 12/10, 12/12	10:00 am – 12:30 pm	Harriet
6. Microsoft Word	Mondays & Wednesdays 12/3, 12/5, 12/10, 12/12	5:30 – 7:30 pm	Eric
7. Computer Basics	Tuesdays & Thursdays 12/4, 12/11, 12/13, 12/18, 12/20	1:00 – 3:00 pm	Linda

Computer Basics (with Keyboarding) (5 classes - 2 hours each)
Meant for those with little or no computer experience or familiarity with Microsoft Word. Class covers Internet Explorer, keyboard and mouse skills, clicking and scrolling, copying, moving and sorting files, creating folders, sizing windows, keyboard shortcuts, scroll bars, using a flash drive, naming, locating and deleting files, recovering documents, desktop shortcuts, and more. The last day focuses on improving keyboarding skills and typing efficiency and accuracy.

QuickBooks 2018 (4 classes – 2 times per week for 2 weeks) 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.

Microsoft Word (4 classes – 2 times per week for 2 weeks) Basic knowledge of computers is required.
Attendees 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.

Microsoft Excel (4 classes) Basic knowledge of computers is required.
Attendees learn how to create, edit, save, and print spreadsheets. Learn key shortcuts, tips and hints. Instructor will cover basic formulas, as well as 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.

WE'RE HERE TO HELP
JFS Middlesex
Serving People of All Races, Ethnic Origins and Religions

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 Middlesex County
Computer Training
32 Ford Avenue, Second Floor
Milltown, NJ 08850

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

The Jewish Federation IN THE HEART OF NEW JERSEY — THRIVING TOGETHER

REPLACED HOMEMAKERS NETWORK OF NEW JERSEY, INC.

JFS Computer Class Registration

Name: _____
Please Print

Phone: _____ Email _____

Number selections in order of priority.

1. Computer Basics (begins 10/15/18)……_____
2. QuickBooks (begins 10/15/18)……..._____
3. Microsoft Word (begins 10/22/18)……_____
4. Microsoft Excel (begins 10/29/18)……..._____
5. Microsoft Excel (begins 12/3/18)……..._____
6. Microsoft Word (begins 12/3/18)……..._____
7. Computer Basics (begins 12/4/18)……_____

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.**

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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

Jewish Federation OF GREATER MIDDLESEX COUNTY

DISPLACED HOMEMAKERS NETWORK OF NEW JERSEY, INC.