

3 Easy Ways to Register

By Mail:

Southeast Job Link Registration Form

Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip _____

Daytime Phone Number: _____

Evening Phone Number: _____

Course #1 Name: _____

Course #2 Name: _____

Signature: _____

Suggestions: _____

Please mail registration and suggestions to:

Southeast Job Link

1200 West 21st Street

Yankton, SD 57078

Online:

Email all the above registration information to
reservations@southeastjoblink.org

Or Call:

(605) 668-3480

*Payment is due at the time services are rendered
unless prior arrangements have been made.*

Thank you.

Happy New Year
January—February—March

Southeast Job Link
1200 West 21st Street
Yankton, SD 57078



January
February
March, 2010
Yankton Training Courses:

INTRO TO WORD 2007

INTRO TO EXCEL 2007

INTRO TO POWERPOINT 2007

INTRODUCTION TO BOOKKEEPING

QUICKBOOKS PRO 2007

INTERMEDIATE EXCEL 2007

ADOBE PHOTOSHOP

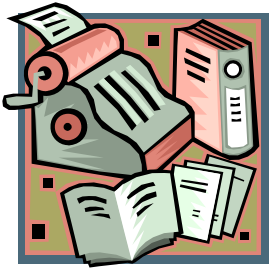


**Your Link To A Brighter
Future!!!**

Call now to sign up...

(605) 668-3480

www.southeastjoblink.org



SJL Southeast Job Link



Class Schedule

JANUARY—FEBRUARY—MARCH

Workshop	Dates	Time	Pre-Requisites
INTRO TO WORD 2007	January 6 & 8 <i>(sign up required by December 22nd)</i>	8:00 am - 12:00 pm	Windows Operating System
INTRO TO EXCEL 2007	January 11 & 13 <i>(sign up required by December 28th)</i>	8:00 am—12:00 pm	Windows Operating System
INTRO TO POWERPOINT 2007	January 27 & 29 <i>(sign up required by January 13th)</i>	8:00 am - 12:00pm	Windows Operating System
INTRODUCTION TO BOOKKEEPING BASICS	February 16, 17, & 18 <i>(sign up required by February 2nd)</i>	8:00 am—12:00 pm	None
QUICKBOOKS PRO 2007	February 22, 23, 24, 25 & 26 <i>(sign up required by February 8th)</i>	8:00 am—12:00 pm	Bookkeeping Basics
INTERMEDIATE EXCEL 2007	March 10 & 12 <i>(sign up required by February 24th)</i>	8:00 am—12:00 pm	Intro to Excel 2007
ADOBE PHOTOSHOP	March 29 & 31 <i>(sign up required by March 15th)</i>	8:00 am—12:00 pm	Windows Operating System

INTRO TO WORD 2007..... \$85
In MS Word 2007 Beginner students are presented with the basic features of Word 2007. Students create, edit, and save documents, manipulate and format text and paragraphs, find and replace text, and use proofing tools.

INTRO TO EXCEL 2007 \$85
In Excel students create, modify, print, and format worksheets, work with basic formulas and function, use multiple worksheets, enhance worksheets, use styles and Auto formats, and work with charts.

INTRO TO POWERPOINT 2007..... \$85
This course provides competency in the basic functions and features of PowerPoint 2007. Students will create new presentations that include text, graphics, WordArt, tables, charts, and diagrams. They will also edit and format slide content, and apply transition effects. .

INTRO TO BOOKKEEPING \$95
A twelve-hour introduction to Basic Bookkeeping concepts including: Account types, Profit and Loss Statements, Balance Sheet Statements, Journalizing, Posting and introduction to commonly used accounting terms.

QUICKBOOKS PRO 2007.....\$395
This course provides competency in creating and customizing a new company file, working with account types, entering sales information as a receipt and invoicing, entering and paying bills, payroll and payroll taxes, tracking and paying sales tax, and general bookkeeping and accounting concepts.

INTERMEDIATE EXCEL 2007 \$85
This course provides competency in organizing and consolidating data from multiple worksheets, adjusting the screen display, working with advanced functions, using advanced formatting features, using advanced print options, filtering data, using comments, naming worksheet ranges and formulas, creating and modifying charts, protecting data, importing and exporting data, saving worksheets and workbooks as Web pages, and publishing worksheets, and workbooks to the Web.

ADOBE PHOTOSHOP \$85
Students learn how to retouch digital photos, work with layers and masks, navigate your workspace, and prepare images for the screen and print. Plus, you'll try out the latest features in CS3, and learn new ways to streamline your workflow and showcase your images.

Please sign up by deadlines in order for us to get enough books ordered for the classes!



Planned for next Quarter:

- Intermediate Word
- Advanced Excel
- Advanced Word
- Adobe Acrobat 8 Professional

Don't see the class you want or the time just doesn't work? Ask about classes on demand!

All Southeast Job Link program participants are assured of non-discrimination based on race, color, sex, marital status, religion, national origin, disability, age, political affiliation, citizenship, or beliefs. Auxiliary aids are available upon request to individuals with disabilities.



All Required Books and Material Included in Price of Course!

Some financial assistance maybe available depending on your circumstances!