

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

Go to www.southeastjoblink.org, click the Register for classes tab & submit your information

Or Call:

(605) 668-3480

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



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

*Fall Schedule
October November
December*



**October
November
December**

Yankton Training Courses

- INTRODUCTION TO WORD 2010
- INTRODUCTION TO EXCEL 2010
- INTRODUCTION TO ACCESS 2010
- INTRODUCTION TO BOOKKEEPING
- QUICKBOOKS PREMIER 2010



Your Link To A Brighter Future!!!

**Call now to sign up...
(605) 668-3480**

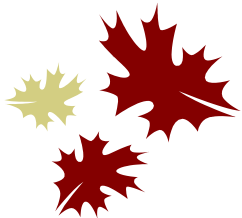


Class Schedule

OCTOBER
NOVEMBER
DECEMBER

Workshop	Dates	Time	Pre-Requisites
INTRODUCTION TO EXCEL 2010	October 12 & 13 <i>(Sign up by September 30th)</i>	9:00am to 12:00	Windows Operating System
INTRODUCTION TO BOOKKEEPING	October 25, 26, 27, 28 <i>(Sign up by October 15th)</i>	9:00 am to 12:00	None
INTRODUCTION TO QUICKBOOKS 2010	November 1 & 2 <i>(Sign up by October 21st)</i>	9:00am to 12:00	Bookkeeping knowledge
INTRODUCTION TO ACCESS 2010	November 16th & 17th <i>(Sign up by November 4th)</i>	9:00am to 12:00	Windows Operating System
INTRODUCTION TO WORD	December 7th & 8th <i>(Sign up by November 23rd)</i>	9:00am to 12:00	Windows Operating System

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



Some financial assistance may be available depending on your circumstances!

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.



Introduction to Word 2010.....\$65
In MS Word beginner students are presented with the basic features of Word . Students create, edit, and save documents, manipulate and format text and paragraphs, find and replace text, and use proofing tools.

QuickBooks Premier *includes book*\$90
This course provides competency in setting up a new company, working with centers and lists, working with business forms, banking and billing activities, reporting and budgeting and protecting and backing up data.

Introduction to Excel 2010.....\$65
In Excel students create, modify, print, and format worksheets, work with basic formulas and functions, use multiple worksheets, enhance worksheets, use styles and Auto formats, and work with charts.

Introduction to Access 2010.....\$65
In Access students learn how to create and modify tables, create queries, use filters, create and modify forms, create and modify reports, and enhance reports.

Introduction to Bookkeeping *includes book*.....\$155
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.

Please sign up by deadlines in order for us to get enough books ordered for the classes. If you would like a book to take home, add \$25.00 to the cost of the class. A book is required for QuickBooks and Bookkeeping and is included in the above price.



Minimum class size of 4 is required for all classes.