



Ms Office Professional and Quick Books

This twelve week program will provide you with training to become proficient is using Microsoft Word, Excel, Access, Power Point, Publisher and Quick Books. While learning these required skills for any Career you will also learn how to start your own business, obtain any Administrative position in any industry such as: school districts, medical offices, attorney or accountant's office, just about any industry that utilized technology.

Curriculum Description



PC LITERACY

Students learn basic and advanced computer concepts and terminology, the parts of a computer and how it works. Students complete their first project: purchasing technology equipment for their mock business using a mock budget. Students then learn become proficient is using Windows, the Internet and E-Mail.

MICROSOFT WORD:

Students learn the basic and advanced tasks of using Ms Word. Projects include creating: basic business and personal letters, creating a business plan for their mock business. In addition, students learn how to create contracts, business proposals, confidential resume and job search letters (cover, thank you and follow up letters).

MICROSOFT EXCEL:

Students learn the basic and advanced features of using Microsoft Excel. Projects include creating: personal budget and net worth statement, business start up workbook, business monthly budget and financial statements. Students will create a mock business workshop and track expenses related to the workshop.

MICROSOFT ACCESS:

Students learn how to create a business related customized database to track customers and customer information for their business and mock business workshop. Students will also create a personal database to track their job search. Creating these databases will enable students to learn about tables, forms, queries and to create customized reports; an important asset skill.

MS POWER POINT:

Students learn the basics of creating Power Point presentations. Adding pictures, sound, video, etc. Students create two major projects: Career Portfolio which includes confidential resume, scanning important certificates, documents, etc. Students also create a power point presentation for their mock business in which they present to their fellow students that also includes presentation hand-out developed using power point.

MS PUBLISHER:

Students learn the basics of creating desktop publishing documents such as: invitations, professional ads, (PIC) personal information cards, business advertising documents such as: business card, brochure, flyer, post cards, business web site, etc. Students also develop a program booklet for their mock business workshop.

QUICK BOOKS:

Students learn the basics of setting up a business in Quick Books. Students enter data into Quick Books using their mock business project such as: customers, vendors, bills, payroll, etc. Final project includes completing a Quick Books Portfolio.

**Small Class Sizes,
Includes all Materials
Free Ms Office and
Quick Books
Software**



FREE TRAINING TO THOSE WHO QUALIFY FOR a ONE-STOP TRAINING GRANT

This Training Program is designed for the following individuals:



Recently Unemployed and seek new Career Skills and Certification to obtain employment in an administrative capacity.

In need of computer skills to start a Business as part-time income while seeking employment for a full time job with benefits.

Veteran who is seeking new skills for an Office Administrative Position.

WHEN:

**CLASSES START EVERY MONTH!!
Free Info Seminar every Week!
RSVP required! Call 484-9356**

WHERE:

**The T.Byrd Training CENTER
1501 S. New Road,
Pleasantville, NJ 08232
609-484-9356 Fax: 484-8777
www.tbyrdcenter.com
thetbyrdcenter@gmail.com**

**NO OUT OF POCKET EXPENSES!
Includes all Course Materials,
Ms Office Professional and
QuickBooks Software, continental
breakfast daily!**