T·Byrd
TRAINING CENTER

CALL TODAY 609.484.9356

1501 S. New Road, Pleasantville NJ 08232   www.tbyrdcenter.com   thetbyrdcenter@gmail.com

T.Byrd Computers
ONLINE Training CENTER

INTRODUCTION

The T.Byrd Training Center is a state approved private vocational school in the state of New Jersey with pending certification in the state of Maryland. This means our entire curriculum has been approved by the NJ Department of Education and continues to meet the annual recertification to operate as a private vocational school.

We have provided funded and self-pay programming to individuals who are seeking certification for a new position or changing careers since 1990. Our years of experience have afforded us the opportunity to develop a state of the art curriculum that prides itself with an applied learning methodology opposed to academic. The school has over 50 courses approved for in-class and on-line with a technology based curriculum. Becoming certified will provide you with the skill set to obtain any position that utilizes computer technology.

OBJECTIVE

Provide individuals who may not have the opportunity to attend on-site instruction and require official training in technology based training programs via the on-line method. To offer a structured program whereas students follow a strict curriculum to complete the training program in accordance to the state requirements of the curriculum and the mission statement and goals of the T.Byrd Training Center.

TRAINING REQUIREMENTS

In order to participate in on-line courses at the T.Byrd Training Center, students are required to have a 9th grade reading level, have adequate keyboard skills and basic pc literacy skills that include knowledge of using the Internet and E-Mail. Students also need to be self-motivated since falling behind in an on-line course makes it very difficult to successfully complete and receive certification at the end of the training program. Students will need to stay on task, meet deadlines and pursue assistance for any technical problems that may occur. Students need to login daily on Monday, Tuesday and Wednesday to maintain curriculum requirements as indicated on the following page.

TRAINING DESCRIPTION

Students complete a daily structured schedule, Monday thru Wednesday for the intention of learning the subject, completing exercises, worksheets, workbooks, lab assignments and projects to demonstrate the ability to use the software programs and content of the program. Students are quizzed at the end of each session and all assignments are uploaded daily to the student portal for review and grading. All students receive all course materials along with supportive materials to successfully complete the training program. Students also receive at no charge additional tracks to ensure success in their career goals. The additional tracks provide additional certificates of completion to add to their career training portfolio.

What is On-line Training?
Online training is a way to take training classes without entering a classroom. All course lectures are fully online and with a live Instructor daily. Students use an online learning tool in addition to the daily lecture to learn to use the software applications. In addition, assignments include: exercises, worksheets, workbooks, lab assignments and projects. Using these assignments you will learn how to apply what you have learned in the online learning tool. The assignments are specific to any business and corporate environment.

Why should I take Online training course at the T.Byrd Center?
The T.Byrd Training Center has offered on-site training programs funded and self-pay since 1990. Our recent decision to add an online school was based on requests from the public continuing to request evening courses. Online learning has becoming the alternative educational opportunity to advance your career skills when working a full time job.

Our program is unique in that the training schedule is structured and includes a live instructor daily. See online training information sheet for training schedule. Be advised, however, that to complete an Online training program you must be self-motivated and dedicated to learning.

Is Online Learning Right for Me?
The T.Byrd Training Center has an online tool that may help you decide whether or not online learning is right for you. We suggest you take a few moments to take our survey by requesting via email at: registration@tbyrdcenter.com

Do I have to commute to the training center?
No, all training requirements are completed online with a live Instructor.

How do I submit assignments and take exams?
Most assignments will be submitted online or via email to your instructor. See your course syllabus for detailed instructions. You'll need to submit the required assignments and have them graded and returned to you before you take each quiz or move to next module of the training program. All work must be submitted in order of training outline

Do I get a certificate of completion?
Yes. Upon successfully completing your training program, you will receive a state approved certification. Also we provide each enrolled student an additional track of training of your choice for which you will receive a certificate of completion for each track you complete. See "Additional Training Tracks" in this packet.

Are these courses semester based?
Yes. You may enter in any module; you may choose the entire program or only modules you need.

How quickly can I complete my course?
Every Online Training course is different. Contact the T.Byrd Center for information on a specific course.

What if I don't finish my course?
Students may purchase up to six one-month extensions. Each extension begins the day the course expires. Contact the T.Byrd Center for the cost of these extensions. Extensions are nonrefundable.

Can I get financial aid?
No. Financial aid is not available through our evening online training programs.

How do I enroll?
Students must register for in the following convenient ways:
- Online registration – Download ONLINE REGISTRATION form included in this packet.
- Complete application and email to: registration@thetbyrdcenter
- Phone Registration – call 609-484-9356

Can you bill me for registration?
No. Students make the initial registration and application fees. Then weekly payments are made the Friday before Monday's class.

How do I get my course materials?
You will receive an email with detailed course access instructions, username/password details, course expiration date, and additional information within 2 business days of registration. Your course syllabus lessons and assignments can all be found in your online course. You will also find a link to an online "Policy and Procedures" brochure that covers policies.

What can I expect from my instructor?
Students are encouraged to contact their instructor via email if they have questions related to course content, assignments and quizzes outside of live web lectures. In addition we offer online discussion board on Thursday and Friday's of every week, where all enrolled students have the opportunity to discuss topics. Your instructor participates in the online discussions. It's important that you receive the instructor's comments on assignments before you move ahead in the course. Allow five working days for the instructor to grade assignments.

Do I have to attend online courses at a specific time?
Yes. See training schedule. The T.Byrd Training Center prides ourselves with our structured online curriculum and program. Our Online training portal and Online Content portal is available 24 hours a day, seven days a week. However, our instructors are not.

What are the basic technology requirements for Online Independent Study courses?
Students will need the following:
- Access to a computer with an Internet connection
- An Internet browser
- An email address (free email providers include yahoo, hotmail, msn, and gmail among others)
- Adobe Acrobat Reader

Some courses may also have additional system requirements, which can be found in their course descriptions.

What if I don't have much computer experience?
Taking an online course requires a certain degree of technical proficiency. At a minimum, you must know how to surf the Internet, send and receive email, and download files. The T.Byrd Center provides a full training workshop on how to use the online system for a successful online training experience. There is also e-mail help daily.

Do you send out transcripts?
Yes upon successful completion of the training program you will receive a certified and approved transcript along with certifications and certificates of completion.

I am registered for an online course but still have not received any instructions. What should I do?
You may call the office between the hours of 9am to 5pm, Monday thru Wednesday or send urgent email to byrd.trina@gmail.com.

T.Byrd CENTER

Online Training Information Sheet

FULL TIME COURSE: Sixteen week online Microsoft Office certification program (Word, Excel, Access, Power Point, Publisher) and Quick Books. This program is designed for individuals who work during the day and need to enhance their current technology skills or become certified in Microsoft Office and Quick Books for a new position or career.

Week	Subject	Project
1	Orientation, Pc Literacy	Pc Purchase
2,3,4	Microsoft Word	Business Document portfolio
5,6,7	Microsoft Excel	Financial Management workbook
8,9,10	Microsoft Access	Customized database
11,12	Microsoft Publisher	Marketing and Advertising portfolio
13,14	Microsoft Power Point	Presentation
15,16	Quick books	Business setup
Final	Final Exam, Final Project, Final LAB	Certification

Training Schedule:

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MONDAY
- ▲ 6:30 to 7:30pm Login system – Online Live Introduction, Lecture Live Instructor
- ▲ 7:30pm to 9:00pm online training portal
- ▲ 9:00 to 9:30pm – Question and Answer via e-mail
- ▲ DAILY QUIZ
- ▲ Homework – read training workbook

TUESDAY
- ▲ 6:30 to 7:30pm Login system – Enrolled Student Portal, Lecture Live Instructor
- ▲ 7:30pm to 9:00pm – Complete written Project Workbook
- ▲ 9:00 to 9:30pm – Question and Answer via e-mail
- ▲ DAILY QUIZ
- ▲ Homework – read training workbook

WEDNESDAY
- ▲ 6:30 to 7:30pm Login system, Lecture Live Instructor
- ▲ 7:30pm to 9:00pm Exercises, Lab Assignments and Project
- ▲ 9:00 to 9:30pm – Question and Answer via e-mail
- ▲ DAILY QUIZ
- ▲ Homework – read training workbook

THURSDAY, FRIDAY
- ▲ Open Self Study – Complete Assignments
- ▲ Open Discussion Board

Training Information:

Training Calendar: Classes begin every month. Several classes run simultaneously.

Training Costs:
- Application and Registration fee: $100. Non refundable
- **Course Materials fee**: $100.00 (includes: training outline, workbooks, training materials such as exercises, lab assignments and projects), professor teaches tutorial dvd, resource cd
- **Training fee**: $100 per week for sixteen weeks, plus final week

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Training fee includes:
- Microsoft Office 2010 (professional version – word, excel, access, publisher, power point)
- Quick Books student version
- Access to our Online training portal for sixteen weeks which includes online training in each application (Microsoft Word, Excel, Access, Power Point, Publisher and Quick Books)
- Access to our Enrolled Student Portal that includes course materials for curriculum
- Access to our Career Skills Library which includes training materials and support materials
- Final instruction packet, final written exam, final lab exam, final packet (certificates, transcript)
- Additional track where students get to pick three additional training tracks such as: time management,

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Certificates of Completion: (curriculum approved by the NJ Department of Labor / Ed)

Microsoft Office Professional and Quick Books
Business and Project Development

Career Development:
- Access to upload your resume to our local online staffing website
- Weekly newsletter email blasts to local employers
- Daily job search report

Technical Support:
- Online Training Portal support
- Online "Enrolled Student" support
- Tech Support by a certified technician that can remotely sign in and fix any problems with your system

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Student requirements:
- Laptop computer with Internet access
- Other Software: current flash, acrobat, etc. All free downloads from log on site
- All in One Printer that can print assignments and scan workbook assignments as completed

Contact Information: Trina Byrd   byrd.trina@gmail.com   or   thetbyrdcenter@gmail.com

Additional ONLINE TRAINING Tracks

Registered students will choose a track from their assigned list and may complete the track for which they will receive additional certificate of completion. These training tracks are complementary for any enrolled student.

CAREER Skills

Administrative Office Procedures

Administrative Support

Basic Bookkeeping

Be A More Likeable Boss

Body Language Basics

Business Ethics

Business Etiquette

Business Succession Planning

Business Writing

Change Management

Civility In The Workplace

Coaching And Mentoring

Collaborative Business Writing

Communication Strategies

Conflict Resolution

Creative Problem Solving

Critical Thinking

Customer Service

Delivering Constructive Criticism

Developing New Managers

Developing a Lunch and Learn

Developing Corporate Behavior

Developing Creativity

Digital Citizenship

Emotional Intelligence

Employee Onboarding

Employee Recognition

Employee Recruitment

Employee Motivation

Employee Termination Process

Handling a Difficult Customer

Goal Setting

Getting Things Done

Human Resource Management

Improving Mindfulness

Increasing Your Happiness

Internet Marketing Fundamentals

Hiring Strategies

Interpersonal Skills

Job Search Skills

Knowledge Management

Manager Management

Managing Workplace Anxiety

Marketing Basics

Middle Manager

Millennial Onboarding

Motivating Your Sales Team

Multi-Level Marketing

PERSONAL Development Skills

Networking (Outside the Company)

Networking (Within the Company)

Office Politics For Managers

Organizational Skills

Overcoming Sales Objections

Performance Management

Personal Branding

Personal Productivity

Presentation Skills

Project Management

Proposal Writing

Prospecting and Lead Generation

Risk Assessment and Management

Safety in the Workplace

Sales Fundamentals

Social Intelligence

Social Learning

Social Media in the Workplace

Stress Management

Supervising Others

Supply Chain Management

Team Building For Managers

Teamwork and Team Building

Telework and Telecommuting

Time Management

Trade Show Staff Training

Train-The-Trainer

Virtual Team Building and Management

Work Life Balance

Workplace Diversity

Workplace Harassment

Workplace Violence

ONLINE REGISTRATION APPLICATION

As a requirement for the online training programs, the T.Byrd Training Center requires you to complete this entry application. Please answer all questions below, sign this document, scan and email to: **registration@tbyrdcenter.com**.

Thank You,   TRINA BYRD, PRESIDENT

Application Information:

Today's Date:	Course: **Microsoft Office Professional & Quick Books**
First Name:	Last Name:
Address:	City, State, Zip:
Daytime Phone #:	Evening Phone #:
Birth date: Age:	SEX: M F RACE:
E-Mail Address:	Face book page:

Course you are registering for: _____

Reason for taking our on-line course

Current Employment

Company	Address	Position

SKILLS: If applicable, please check all your current skills:

Pc Literacy	Ms Word	Ms Power Point	Ms Publisher	21st Century Job Search
Ms Access	Ms Excel	Ms Publisher	Scanning	Social Networking
E-Mail	Ms Outlook	Internet	Faxing	Downloading

Have you previously attended a training program at the T.Byrd Training CENTER? _ Yes   _ No

SIGNATURE:
T.Byrd Training Center courses require the student to complete all Assignments. You must attend all online sessions and complete ALL assignments to receive your Certificate of Completion approved by the New Jersey Department of Education. You must also track your time using timesheet attendance log form.
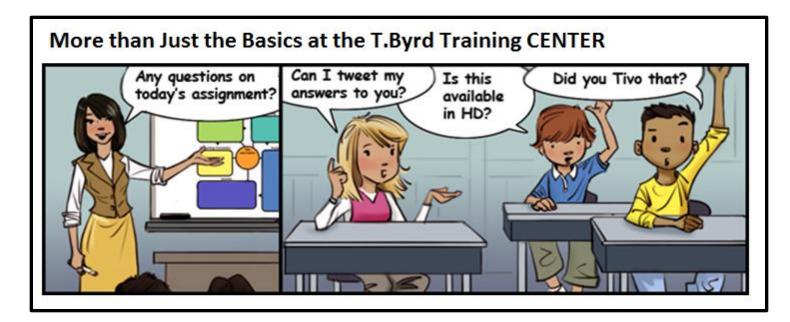
Date of Application:	Signature of Applicant:

ARE YOU BORED IN YOUR CURRENT JOB?

PARTIAL CLASS LIST

ADMINISTRATIVE SUPPORT

ANGER MANAGEMENT

ASSERTIVENESS & SELF CONFIDENCE

CALL CENTER TRAINING

CUSTOMER SERVICE

EMPLOYEE MOTIVATION

JOB SEARCH SKILLS

ENTREPRENEURSHIP

AWAKEN FROM THE DOLDRUMS
TRAIN FOR THE FUTURE!

REGISTER FOR JOB TRAINING AND/OR
PROFESSIONAL ENHANCEMENT CLASSES

T.BYRD COMPUTERS
(609) 484-9356

More than Just the Basics at the T.Byrd Training CENTER

Any questions on today's assignment?

Can I tweet my answers to you?

Is this available in HD?

Did you Tivo that?

CONFUSED ABOUT YOUR CAREER OPTIONS?

T.BYRD COMPUTERS HAS THE TRAINING TO HELP SECURE YOUR FUTURE!

PARTIAL CLASS LIST

- ADMINISTRATIVE SUPPORT
- ANGER MANAGEMENT
- ASSERTIVENESS

- SELF CONFIDENCE
- CALL CENTER TRAINING
- CUSTOMER SERVICE

- EMPLOYEE MOTIVATION
- JOB SEARCH SKILLS
- ENTREPRENEURSHIP