

Program Description

Program Name: Microsoft Office Professional and Quick Books - hybrid

Provider Name: T Byrd Computer School - Pleasantville - PVS

CIP Name: Office Management and Supervision (520204)

inDemand

Average Program Rating:

N/A (0)

[Add Your Comments](#)

Description Of The Program:

This 12 week program is designed for the person who needs strong career skills in Microsoft Office (word, excel, power point, publisher) and QuickBooks. Students complete exercises, lab assignments and projects to become proficient in using MS Office and QuickBooks. Those who have recently been laid off are interested in getting 21st century computer skills to utilize in any business environment or to start your own business. all students complete a final project that includes a career portfolio and a mock business packet that includes a business, marketing, technology and operations plan, etc. Students will have access to our on line portal that includes additional projects up to four weeks after graduation to enable new employee resources to continue to learn when student becomes employed, maintain skill set while still unemployed or starts their own business and may also attend on-campus for up to four weeks to practice skills until employed.

Description of Unique Features Of The Program:

No description of unique features of this program is available.

Degree, License, or Credential Offered by the Program:

Degree: Certificate of Completion

Credential:

License:

Special Features

WIA Eligible:	Yes
Child Care Offered On Site:	No
Assistance In Obtaining Child Care:	Yes
Wheelchair Accessible:	Yes
Career Counseling Available:	Yes
Customized Training Services Provider:	Yes
Distance Learning Services Provider:	Yes
Spanish Spoken By Staff:	No
Other Languages Spoken By Staff:	No
Evening Courses:	Yes
Financial Aid Assistance Available:	Yes
Linked to 1-stop system:	Yes
Personal on-site job placement assistance:	Yes
Access to America's Job Bank:	Yes

Program Cost & Basic Information:

Total Cost Of Program:	\$5,000.00
Tuition	\$4,000.00
Fees	\$200.00
Books & Materials	\$400.00
Supplies & Tools	\$400.00
Other	\$0
Pre-requisites For Admission:	9th grade reading level
Total Clock Hours:	270
Total Credit Hours:	
Calendar length of program:	3-5 months

Licensing Agency: Dept. of Labor & Workforce Dev. Training Evaluation Unit

Type Of Training Provider: Private Business and Technical Schools

Individual To Contact For More Program Information:

Contact: Trina Byrd

Phone: (609) 484-9356 Ext: 110