

INFORMATION Recruitment Packet for

Ms Office Professional and Quick Books Business and Technology Training Program

This twelve week program will provide you with training to become proficient in 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, attorney or accountant office(s), just about any industry that utilizes technology.



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

Thank you for your interest in the T.Byrd Center for certification training in Microsoft Office Professional and Quick Books. Please find attached our information recruitment guide. As an enrolled student you may receive the following depending on your training grant:

Professor Teaches Series

(Word, Excel, Publisher, Power Point and Quick Books). This is a valuable resource that will complete during your twelve weeks of training and the great news is that you get to keep the Series as a reference tool when you obtain employment.

Microsoft Office Professional

Software (professional student version: Word, Excel, Access, Publisher and Power Point). You will bring your laptop computer to class to install on your computer or if you only have a desktop you will receive the installation cd to install on your home computer. This allows you to be able to complete assignments and practice during hybrid days of Thursday and Friday.

Quick Books will be provided to you in week 9 for installation on your home computer. These programs are yours to keep and should be used to maintain your skills.

All of our lectures are recorded starting with Orientation and you will be able to review them as frequently as possible. Should you require any additional one on one, we offer our tutoring between 4 and 4:30pm.

If you are in need of a laptop or desktop computer for home use, please visit www.newegg.com where you will find quality refurbished laptop computers starting at just \$99. These computers come with a 90 day warranty from the Newegg Company. Should you want to purchase new, they sell new as well, but we recommend to buy local at Best Buy or Staples.

Again, thank you for your interest in our training school, selecting us is the best choice for small class size and individual attention that you will need! Should you have any questions, please contact us as soon as possible. For additional information and to register for our free webinar titled: **FREE "Changing CAREER's Webinar"** for clients interested in attending the T.Byrd CENTER click on the link below to register and receive the workbook for the webinar:

<http://student.tbyrdcenter.com/>

Thank you for making the best choice for your training certification approved by the NJ Department of Education.

The T.Byrd TEAM



Course INFORMATION Sheet

Course Summary:

The objective of this course is to provide students with the ability to become a self starter in any business environment/industry where you may create, develop and implement **Microsoft Office Professional (Word, Excel, Access, Power Point, Publisher) and Quick Books**. In addition, we focus on empowering the student to create, develop and implement the knowledge provided to become motivated and confident that they can apply confidence coupled with training to succeed. Students will create a mock business project that includes several projects for each subject being taught, starting with week one – Pc Literacy. The final project is all combined projects from each subject.

Class Information and Schedule:

Instructor: Trina Byrd
Course #: PC-76

Course Title: **Microsoft Office Professional and Quick Books**
Office Hours: 9:00am to 12:30pm School Hours: 9am to 4pm

Contact Information:

Phone #: 609-484-9356 Fax #: 609-484-8777 E-Mail: thetbyrdcenter@gmail.com

Training Objectives

Teaching Method: Lecture

Training Materials: Tutorials, Worksheets, Exercises, Workbook, Lab Assignments, Daily Project, Log and Quiz

ORIENTATION: Students complete the following: enrollment procedures (application, assessment, pre-test, etc.) pre-training procedures, email and school website access, several webinars, worksheets and workbook, class picture.

Course Subjects:

Pc Literacy: learn the basics of purchasing a computer by identification of components and their purpose. Students are given a budget of \$2,500. to purchase a laptop, desktop and tablet. In addition several add-ons (printer all in one, camera, flash drive, memory card, etc.) Students must stay within budget and record all income and expenses using worksheet and project form provided.

Ms Word: learn the basics/advanced procedures when creating word processing documents for the business world. Students begin with creating job search letters (cover, thank you, follow up and recruitment) and a confidential resume. In second week students develop a business plan, business document packet including contract, proposal, rfp, rfq.

Ms Excel: learn the basics/intermediate procedures when creating a spreadsheet and workbooks with multiple spreadsheets. Students will create a personal and business financial workbook as well as a job search workbook.

Ms Access: learn the basic procedures to develop a customized database. Students will create a job search database and customer database that will track customers, vendors, expenses, etc

Ms Publisher: learn the basic procedures to create a business advertising and marketing package (brochure, flyer, business cards, newsletter, post card, etc.). Students create and record a business commercial.

Ms Power Point: learn the basic procedures for using Power Point. Students will develop a workshop presentation for which they will be required to conduct for staff and students. Each attendee of the workshop will evaluate the presentation and hand-out. Presentation will be recorded. Students will also create a digital career portfolio.

Quick Books: learn the basic procedures for setting up a business in Quick Books. Students will use all projects completed during the Microsoft Office component of the program to input data for their mock business.

Career Development: Students will e-mail and post their resume to three potential employers starting in week three. Students will track job search in database provided. Students will also conduct mock interview by creating a recorded ePortfolio Interview presentation for students and the Instructor will evaluate.

Final Review, Final Exam and Final Project: Students will complete review worksheets for each subject taught and then take subject exam. Final Lab exam will be presented to fellow students and incoming students, Final project is due on the last day of class with no makeup opportunity.

FREQUENTLY ASKED QUESTIONS FOR: SCHOOL VISIT / CONTACT CHECKLIST

Name of School: T. Byrd Training Center **Phone #:** 609) 484 – 9356
Web Site Address: www.tbyrdcenter.com **School Representative:** Veronica McCoy

- ✚ Are there any prerequisites, skills, or equipment needed before starting the course?
All students must have a 9th grade reading and comprehension level to become a student. There are no other requirements.
- ✚ What are the admissions requirements? **9th grade reading and math level**
- ✚ How long is the course? **270 hours - Orientation, 12 weeks (11 weeks training, Finals week 12)**
- ✚ What is the daily class schedule? **9:00am to 4:00 pm Monday through Wednesday**
- ✚ Will the schedule change during the course? **No**
- ✚ Does the course have an internship or work-study program? **No, students seek employment**
- ✚ Is the equipment the same or nearly the same, as the equipment you will use on the job?
Meets current industry standards
- ✚ Will you be able to practice on the same equipment after classes?
Yes, Tutoring is provided daily during the hours of 3:30pm and 4:00pm
- ✚ Describe the school's placement assistance: (How do they help you get a job?)
You will be required to begin job search in week 2 after successfully completing your resume and job search letters. Students will e-mail, post, apply online or fax three resumes per day for a weekly job search grade and bi-weekly job search report.
- ✚ About how much homework or study after class is necessary each day?
Depends on student level, most assignments are completed in class
- ✚ How much does the program cost? **Ms Office Professional and Quick Books \$5,000.00**
- ✚ Will you have to pay any money yourself? **Scholarships may apply for books, supplies, fees**
- ✚ How long has the school been in business? **Since 1990**
- ✚ Is the school close to a bus route? **YES Route: 509 Train Route: YES**
- ✚ Does the school have accommodating parking? **YES**
- ✚ What types of jobs have other students ended with and were the jobs training related?
**Hourly and/or yearly wages for prior students: \$12 -- \$18 per hour
Contact us for a copy of our most recent Job Placement Report**

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)

Average Program Rating:

N/A (0)

[Add Your Comments](#)

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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



**Recently LAID off from your job attend our
FREE**

Microsoft Office Professional and Quick Books Course

**This course may be 100% funded by the One
Stop Center to those who qualify.**

**To register for our FREE course and Additional resources go
to:**

<http://student.tbyrdcenter.com/newstudent/>

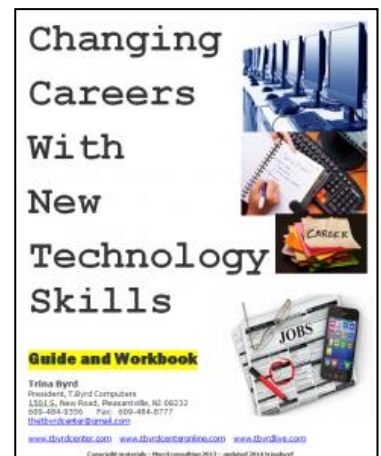


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T. Byrd CENTER**

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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,
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:

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