

3 Day Classes



The T.Byrd Center is offering a really **BIG** opportunity for individuals to get the certificate you need in **Microsoft Word, Excel, Access, Power Point, Publisher** or **Quick Books** for **JUST \$150** Plus course materials, lab and registration fee.

For three days of hands on, Instructor led training classes; students will complete worksheets, exercises, lab assignments and a daily project. On day three students will complete a short quiz and combined with all assignments will earn a “**Certificate of Completion**” to add to your resume portfolio when applying for that promotion or a new job. ***Classes are approved by the NJ Department of Education and Department of Labor.***

In just three days you can learn what you need about these programs to get started on changing your Career. So get started now! Call us today to Register; seating is limited at this price. Call us today to register at 609-484-9356 or email us at register@tbyrdcenter.com

INFORMATION PACKAGE

3 Day Classes in: Word, Excel, Access, Power Point, Publisher, Quick Books and more!



The **T.Byrd Center** is offering three day state approved training programs in **Microsoft Office** (Word, Excel, Access, Power Point, and Publisher) or Quick Books **and More! For just \$150.**

That's just \$50.per day plus course materials. Students will learn the basics and intermediate skills for each subject. Each training day includes daily Instructor led lectures, worksheets, exercises, lab assignments, project and a Quiz to assess progress. All lectures are recorded for additional practice. Student who successfully complete the course earn a Certificate of Completion in that subject.

\$150.

**Call the T.Byrd Training
Center today to register
for our FREE On-Line
Information Webinar at:
609-484-9356**



T.Byrd CENTER

Three (3) Day

Technology Training

Three (3) day classes in Microsoft Office (Word, Excel, Access, Power Point, Publisher) and Quick Books. Classes are designed for the following individuals:

- ▲ Entry level users who need to expand knowledge of the Ms Office Suite
- ▲ Who need to improve their skill level for their current job or a future position
- ▲ Who require computer training designed to meet a specific need
- ▲ Experienced users with no official training or certifications
- ▲ Business owners who need to implement/improve administrative procedures
- ▲ New Entrepreneurs
- ▲ Stay at Home Moms who want to expand their horizons

Training Calendar:

Classes held every Monday, Tuesday and Wednesday from 9am to 4:00pm.

For more information, please email us at: thetbyrdcenter@gmail.com

Training Schedules:

Time	Description
9:00am	On Site Registration
9:30am	Lecture, Demonstration of Tasks
12:30pm	Lunch (on your own)
1:00pm	Hands on Exercises, Lab and Project
3:15pm	Certification Quiz
3:30pm	Daily Project

Training Costs:

Pre-registration: starting at: \$150 per class

Registration, Lab fee, Course Materials: \$50. Per person

Course materials include: training guide/workbook, exercises, lab assignments, project, quiz
State approved certificate of completion

Contact Information:

Trina Byrd

609-484-9356 www.tbyrdcenter.com thetbyrdcenter@gmail.com

Training Locations: 1501 S. New Road, Pleasantville, NJ 08232

Can't get to class, Ask about our: **ON-LINE Classes right from your computer!**

Bonded and State Certified Curriculum



T. Byrd CENTER

Three (3) Day Technology Training

Page 2

Certification issued upon completion of each class

All classes require students to complete a minimum of 3 exercises, 3 labs, all worksheets and/or workbook and a daily project that combine all assignments. Students must complete and pass daily quiz to receive extended education certification certificate. Students who complete entire series will earn an additional curriculum certification in Introduction to Microsoft Office Professional.

Training Class Detail:

Microsoft Word

Students will learn Word basics to intermediate features of the program such as: how to create attractive and professional documents, save files and folders, mail merge, insert bookmarks into a document, create tables, form fill documents, type envelopes and labels, insert headers & footers, page numbering, and formatting.

Projects: resume, cover letters, net worth statement

Microsoft Excel

Students will learn Excel basics to intermediate features of the program such as: create spreadsheets, use simple formulas, format worksheets, create graphs, work with multiple spreadsheets, printing worksheets.

Projects: monthly budget, income/expenses, check register

Microsoft Access

Students will learn Access basics to intermediate features of the program such as: how to create and save a database, create and update tables, run a query, import information from another software program into Access.

Projects: personal or business database

Microsoft PowerPoint

Students will learn PowerPoint basics to intermediate features of the program such as: how to create and develop a well constructed PowerPoint presentation, clearly define message, properly organize the presentation, effective design elements, set-up a slide show, timing your slides, use various designs and animation schemes, insert pictures into the presentation, download information from the internet and place into the slide.

Projects: record and narrate presentation

Microsoft Publisher

Students will learn Publisher basics to intermediate features of the program to create professional advertising and marketing publications.

Projects: business cards, brochures, flyers.

Quick Books Basic

Students will learn the basics of using Quick book by completing a hands on tutorial, then students will set up a business account by adding customers, vendors, create invoices, write checks, make payments and make deposits.

Project: setup a mock business.