

FREQUENTLY ASKED QUESTIONS FOR ON-LINE TRAINING

Name of School: T. Byrd Training Center
Web Site Address: www.tbyrdcenter.com

Phone #: 609) 484 – 9356
School Representative: Trina Byrd

- + Are there any prerequisites, skills, or education needed before starting the course?
All students must have a 9th grade reading and comprehension level to become a student.
Class is 100% VIRTUAL with a Live Instructor DAILY. There are no other requirements.
- + What are the admissions requirements? **9th grade reading and math level**
- + How long is the course? **270 hours - Orientation week, 12 weeks**
(11 weeks training, Finals week 12)
- + What is the daily class schedule? **9:00am to 4:00 pm Monday through Wednesday ON-LINE**
Hybrid hours: Thursday and Friday at your discretion
- + Will the schedule change during the course? **No**
- + Does the course have an internship or work-study program? **No, students seek employment**
- + What software requirements do I need to take this online class? **NONE – just access to the Internet**
- + What equipment requirements do I need to take this online class?
Desktop or Laptop Computer for completing assignments
Microsoft 365 subscription
All-in-one printer for printing and scanning assignments
High Speed Internet connection
Flash drive to backup documents created
- + Describe the school's placement assistance: (How do they help you get a job?)
You will be required to begin job search in week 3 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, however hybrid hours for homework
Assignments are Thursday and Friday at your discretion!
- + How much does the program cost? **Ms Office Professional and Quick Books Cost: \$5,000.00**
- + Will you have to pay any money yourself? **ONLY your school supplies – approximately \$10**
- + How long has the school been in business? **Since 1990**
- + Will I have a Live Instructor DAILY **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
School districts, Medical, Accounting offices, Attorney offices, Hotels, etc.