



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 Title:	Microsoft Office Professional and Quick Books
Course #:	PC-76	Office Hours:	8:00am to 1:00pm

Contact Information:

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Training Objectives

Teaching Method: Lecture

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

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, contract using mail merge and business proposal.

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 package (brochure, flyer, business cards, newsletter, post card, etc.). Workshop program booklet, flyer, receipts, etc.

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 and 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, post or fax their resume to three potential employers starting in week three. Students will track job search in database provided. Students will also conduct mock interviews that are recorded and evaluated by fellow students.

Final Review, Final Exam and Final Project: Students will complete review worksheets for each subject taught and then take subject exam. Final project is due on the last day of class with no make up opportunity.