T Byrd Center

Programming that Makes A Difference

Information CATALOG

- **Training Center**
  CORPORATE Programs
  VOCATIONAL Programs

- **Community Training Programs**

- **Leadership Academy**

Technology Classroom

Community Development

The TECH MOBILE

T.Byrd Training Center

Leadership ACADEMY

Corporate Training
Evening Classes

92%
Job Placement Rate

Certified By The NJ Department of Education, Labor and Veterans Association

Trina Byrd, President

BIO - As President, Trina is responsible for all administrative daily operations and Decision making - proposal and curriculum development, certifications and personnel decisions. Trina develops T.Byrd Computers annual business plan and ensures all facets of the plan are implemented.

A Message from the President

My message is for the person who has recently been laid off and thinks their life is on the down swing. First of all, I know you have heard the saying, **"when one door closes, another door opens"**. Well it is true. This is your opportunity to change your life by getting employment tools of this century. Computer technology is no longer a tool of the future, you need these skills now. Take a few minutes to view our site and look at the many training programs we offer free to those who qualify. Specifically people who are collecting unemployment or are on public assistance. Our school is here to help you change your life.

We are not a college, we are not one of these schools that allow you to go to school 2 or 3 days a week and the rest is lab time at your own pace. **T.Byrd Computers** has been around for over 13 years, offering training that gets you a job. We are a woman and minority owned business and you know we could have not lasted this long if we did not do a great job; and we do. Change your life today and contact us to help you change your future. You have my personal guarantee, if you choose our school you will not only leave here with the training you require; but also a job with a career path. Call us today to register for our next **FREE Career Seminar** - held every Tuesday and Thursday from 10am to 11am. Per your RSVP, we will serve you a continental breakfast.

If you don't have the time to commit full time, you can attend one of our part time programs; or you can train with us at home on your own computer. Call us for more information. We look forward to helping you change your life and invest in your future - and it could all be **FREE**.

A special note to the youth who visit this site, if you are not computer proficient - demand that your school provide you with the courses to become an expert. To our Seniors, try technology; it will take you to a place you've never been before and you will want to return as often as you can. Ask your center to schedule our TechMobile - the computer center on wheels. To our Parents: know what your child is doing on the computer and if you are not proficient in using a computer, specifically the Internet - give us a call and we will help you in many ways.

Proficient versus Literate - "literate is what you should have been in the 1990's, proficient is what you should have been by 2000. In 2007 you should be an expert, you should be a professional at using all areas of Technology in year"..........Trina Byrd

Thank you for choosing our Center to provide your educational needs.

OUR SUCCESS depends on YOUR SUCCESS!

Trina Byrd, CEO

Email me with your comments or questions at: trinabyrd@tbyrdcomputers.com

www.tbyrdcenter.com

The T.Byrd Leadership Academy

The T.Byrd Training center announces the opening of its Leadership Academy for boys and girls between the ages of 12 and 21.

The Leadership Academy will offer Saturday programming at no charge for youth and quarterly programming for their parents.
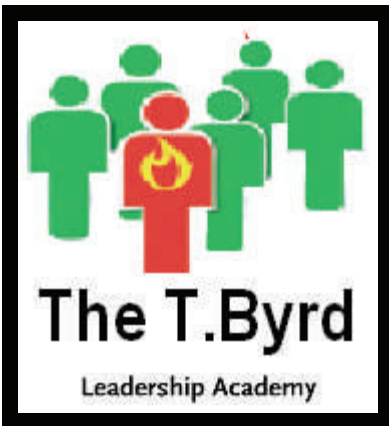
Topics will include:
- Health and Prevention
- Career and College
- Finance Management
- Entrepreneurship
- Etiquette
- Technology
- Employment
- and personal improvement to start

The Center is looking for volunteers who will donate two hours, one Saturday a month to deliver educational sessions in their field of expertise. Interested businesses who would like to donate items for gift bags distributed to each attendee are encouraged to contact us immediately. Interested volunteers and businesses please call the T.Byrd Leadership Academy at: 609-484-9356 or email us at: tbyrd@verizon.net.

Community Development

The T.Byrd Training Center accepting Community based Programming Proposals

The T.Byrd Training Center is accepting proposals from individuals, groups or organizations who would like to offer seminars, workshops, classes or courses at our training center located at 1501 S. New Road in Pleasantville.

Individuals must be credentialed in their field and have experience in developing and conducting educational events. *Special attention will be given to programs that address the needs of the Atlantic and Cape May counties community needs and target youth, adults and senior citizens.*

Office Skills Technology Courses

Accounting and Quick Books Technology Specialist

Course Hours: 8:30am—4:00pm   **Monday through Thursday**

COURSE DESCRIPTION:
This program is designed for the person who is interested in becoming proficient in using Microsoft Office, but is also interested in learning the fundamental and advanced features of using Quick books. Students learn the fundamentals of accounting which provides a good understanding of using the computerized program but also the accounting principals which are needed in any accounting office. Students attending this 16 week training program will become proficient in using Microsoft Office (word, excel, access, power point). Students will then learn the fundamentals and advanced functions of accounting using the post popular computerized accounting program - Quick Books Pro. Students graduate this program with 2 certifications - Microsoft Expert and Accounting/Quick books Technology Specialist.

Course Requirements
1. No previous computer experience necessary.
2. Student must have a 12th grade Reading level or higher

Certificates Received: Ms Office Expert
                                        Accounting & Quick books Specialist
                                        Entrepreneurship Management

<u>Ms Office Course Outline</u>
Pc Literacy
Microsoft Word
Microsoft Excel
Microsoft Power Point
Microsoft Access
Microsoft Publisher
Entrepreneurship Skills Training
Mid Term Project—Mock Business Plan
Mid Term Review and Final

Accounting and Quick books Outline
Principals of Accounting
Accounting using Excel
Introduction and Advanced Quick books
Setting up a Business
Final Project—Mock Business
Final Review
Final Exam

Successful completion of this training will enable you to:
♦ Start your own Business using your past expertise
♦ Obtain Supervisory/Management position
♦ Start your own Bookkeeping Service
♦ Entry level employment in any office using Technology

Medical Technology Courses

Medical Billing/Coding Technology Specialist

Course Hours: 8:30am—4:00pm   **Monday through Thursday**

COURSE DESCRIPTION:
Students attending this sixteen week course will become proficient in using Ms Office (word, excel, access, power point, publisher). Students will learn the medical component of the training program—medical terminology, billing and coding, Medisoft - accounting program used in most medical offices. This training program prepares you to obtain an entry level position in any doctor's office as well as start your own medical billing/coding business. Students learn Publisher to develop business and marketing materials. Students graduating from this program receive two certificates.

Course Requirements
1. No previous computer experience necessary.
2. Student must have a 12th grade Reading level or higher

Certificates Received: Ms Office Expert
                              Accounting & Quick books Specialist
                              Medisoft and Flashcodes Certificate

Ms Office Course Outline
Pc Literacy
Microsoft Word
Microsoft Excel
Microsoft Power Point
Microsoft Access
Microsoft Publisher
Mid Term Project—Mock Business Plan
Mid Term Review
Mid Term Final

Medical Billing/Coding Outline
Medical Terminology
Medical Terminology Project and Final
Medical Insurance
Medisoft
Flash Codes
Billing and Coding Final Project
Case Studies, Medical Codes Database
Final Review, Final Exam

Successful completion of this training will enable you to:
♦   Start your own Business using your past expertise
♦   Obtain Supervisory/Management position
♦   Start your own Bookkeeping Service
♦   Entry level employment in any office using Technology

Medical Technology Courses

Medical Billing/Coding Analyst

COURSE DESCRIPTION: **Course Hours: 9:00am—3:30pm Monday through Thursday**
This eight week course is designed for the person who has proficient knowledge in medical terminology. This course was designed for the person who only needs computerized training in medical billing and coding.

Course Requirements   **Certificates Received**
1. Must be Pc Literate   .   Medical Billing and Coding Analyst
2. Student must have a 12th grade Reading level or higher   Medisoft

Course Outline

Week 1-3	Medical Billing and Coding	Week 7	Starting a MB Business
Week 4-6	Medisoft Accounting Program	Week 8	Final Review, Exam, Project

Medical Terminology Analyst

COURSE DESCRIPTION: **Course Hours: 9:00am—3:30pm Monday through Thursday**This eight week course is designed for the person who has proficient knowledge in medical billing and coding, but needs medical terminology.

Course Requirements   **Certificates Received**
1. Must be Pc Literate   .   Medical Terminology Analyst
2. Student must have a 12th grade Reading level or higher

Course Outline

Week 1-3	Medical Terminology	Week 7	Starting a MB Business
Week 4-6	Medisoft Accounting Program	Week 8	Final Review, Exam, Project

How to Start a Medical Billing and Coding Business

COURSE DESCRIPTION: **Course Hours: 9:00am—3:30pm Monday through Thursday**
        6:00pm—9:00pm Monday thru Thursday

This eight week course is designed for the person who has proficient knowledge in medical billing and coding, and terminology but wants to learn how to start a medical billing and coding home based business.

Course Requirements   **Certificates Received**
1. Must be Pc Literate   .   Medical Terminology Analyst
2. Student must have a 12th grade Reading level or higher

Course Outline

Week 1-3	Medical Terminology	Week 4-6	Medisoft Accounting Program
Week 7	Starting a MB Business	Week 8	Final Review, Exam, Project

Short EXPERT Courses

Microsoft Word Expert

COURSE DESCRIPTION: **Course Hours: 9:00am—3:30pm Monday through Thursday**
This ten week course is designed for the person who needs specific training in this application only to obtain employment or upgrade their skills to keep or get a new position.

Course Requirements   **Certificates Received**
1. No previous pc experience needed   .   Microsoft Word Expert
2. Student must have a 12th grade Reading level or higher

Course Outline

Week 1	Pc Literacy	Week 9	Final Project
Week 2-8	Microsoft Word	Week 10	Final Review, Exam

Microsoft Excel Expert

COURSE DESCRIPTION: **Course Hours: 9:00am—3:30pm Monday through Thursday**
This ten week course is designed for the person who needs specific training in this application only to obtain employment or upgrade their skills to keep or get a new position.

Course Requirements   **Certificates Received**
1. No previous pc experience needed   .   Microsoft Excel Expert
2. Student must have a 12th grade Reading level or higher

Course Outline

Week 1	Pc Literacy	Week 9	Final Project
Week 2-8	Microsoft Excel	Week 10	Final Review, Exam

Microsoft Access Expert

COURSE DESCRIPTION: **Course Hours: 9:00am—3:30pm Monday through Thursday**
This ten week course is designed for the person who needs specific training in this application only to obtain employment or upgrade their skills to keep or get a new position.

Course Requirements   **Certificates Received**
1. No previous pc experience needed   .   Microsoft Access Expert
2. Student must have a 12th grade Reading level or higher

Course Outline

Week 1	Pc Literacy	Week 9	Final Project
Week 2-8	Microsoft Access	Week 10	Final Review, Exam

Short EXPERT Courses

Microsoft Power Point Expert

COURSE DESCRIPTION: **Course Hours: 9:00am—3:30pm Monday through Thursday**
This ten week course is designed for the person who needs specific training in this application only to obtain employment or upgrade their skills to keep or get a new position.

Course Requirements   **Certificates Received**
1. No previous pc experience needed   .   Microsoft Power Point Expert
2. Student must have a 12th grade Reading level or higher

Course Outline

Week 1	Pc Literacy	Week 9	Final Project
Week 2-8	Microsoft Power Point	Week 10	Final Review, Exam

Microsoft Front Page Expert

COURSE DESCRIPTION: **Course Hours: 9:00am—3:30pm Monday through Thursday**
This ten week course is designed for the person who needs specific training in this application only to obtain employment or upgrade their skills to keep or get a new position.

Course Requirements   **Certificates Received**
1. No previous pc experience needed   .   Microsoft Front Page Expert
2. Student must have a 12th grade Reading level or higher

Course Outline

Week 1	Pc Literacy	Week 9	Final Project
Week 2-8	Microsoft Front Page	Week 10	Final Review, Exam

Quick Books Expert

COURSE DESCRIPTION: **Course Hours: 9:00am—3:30pm Monday through Thursday**
This tent week course is designed for the person who needs specific training in this application only to obtain employment or upgrade their skills to keep or get a new position.

Course Requirements   **Certificates Received**
1. No previous pc experience needed   .   Quick Books Expert
2. Student must have a 12th grade Reading level or higher

Course Outline

Week 1	Pc Literacy	Week 9	Final Project
Week 2-8	Quick Books	Week 10	Final Review, Exam

One Day & Evening Training Classes

Course Hours: Day: 9:00am—3:30pm   Evening: 1 night a week from 5:30pm—7:30pm

Pc Literacy

COURSE DESCRIPTION:
This course is designed for the person who has little or no knowledge of computers. Upon completion of this course you will have basic knowledge of word of processing, spreadsheets and databases.

Course Outline

Week 1—pc fundamentals
Week 2—windows the operating system
Week 3—the Internet
Week 4—application software
Week 5—final review, final exam

Pc Literacy using Microsoft Office

COURSE DESCRIPTION:
This course is designed for the person who has little or no knowledge of Microsoft Office. Upon completion of this course you will have basic knowledge of Ms Office. Must be pc literate.

Course Outline

Week 1— basics of Microsoft Word
Week 2—fundamentals of Excel
Week 3—fundamentals of Power Point
Week 4—projects
Week 5—final review, final exam

Introduction to Ms Word

COURSE DESCRIPTION:
This course is designed for the person who has little or no knowledge of using Word. Upon completion of this course you will have basic knowledge of creating and working with word documents.

Course Outline

Week 1—fundamentals of the pc/ internet
Week 2—basics of word
Week 3—open, save, printing documents
Week 4—character formatting
Week 5—final review, final exam

Introduction to Ms Excel

COURSE DESCRIPTION:
This course is designed for the person who has little or no knowledge of using Excel. Upon completion of this course you will have basic knowledge of creating and working with spreadsheet documents.

Course Outline

Week 1—fundamentals of the pc/ internet
Week 2—basics of excel
Week 3—open, save, printing spreadsheets
Week 4—creating ranges, formulas
Week 5—final review, final exam

Introduction to Ms Access

COURSE DESCRIPTION:
This course is designed for the person who has little or no knowledge of using Access. Upon completion of this course you will have basic knowledge of creating and working with a database.

Course Outline

Week 1—fundamentals of the pc/ internet
Week 2—basics of access
Week 3—tables, forms, & database layout
Week 4—queries and reporting
Week 5—final review, final exam

All 1 day and part-time evening classes are just $99.99 plus materials.

Introduction to Power Point

COURSE DESCRIPTION:
This course is designed for the person who has little or no knowledge of power point. Upon completion of this course you will have basic knowledge of power point and how to create powerful power point presentations

Course Outline

Week 1—fundamentals of the pc/ internet
Week 2—basics of word processing
Week 3—fundamentals of spreadsheets
Week 4—fundamentals of databases
Week 5—final review, final exam

Introduction to Publisher

COURSE DESCRIPTION:
This course is designed for the person who has little or no knowledge of Microsoft Publisher. Upon completion of this course you will have basic knowledge creating desktop publishing documents.

Course Outline

Week 1— fundamentals of pc/ Internet
Week 2—fundamentals of publisher
Week 3—creating letterhead, cards
Week 4—creating flyers, calendars, etc.
Week 5—final review, final exam

Introduction to Front Page

COURSE DESCRIPTION:
This course is designed for the person who has little or no knowledge of using front page. Upon completion of this course you will have basic knowledge of creating and working web sites. Students create a web site.

Course Outline

Week 1—fundamentals of the pc/ internet
Week 2—basics of using front page
Week 3—creating a basic web site
Week 4—adding on bells and whistles
Week 5—final review, final exam

Introduction to Quick Books

COURSE DESCRIPTION:
This course is designed for the person who has little or no knowledge of using Quick books. Upon completion of this course you will have basic knowledge of setting up and using Quick books.

Course Outline

Week 1—fundamentals of the pc/ internet
Week 2—basics of quick books
Week 3—setting up a business in QB
Week 4—bills,vendors,invoices,customers
Week 5—final review, final exam

Advanced Classes

Microsoft Word
Microsoft Excel
Microsoft Access
Power Point
Quick Books
Front Page
Pc Literacy—level 2
Outlook

Small Business Development Classes

How to Start a Business
How to Write a Business Plan
How to Write a Marketing Plan
Creating Job Descriptions
Creating Employment Procedure Manual
Business Writing Skills
Communication and Speaking Skills
Proposal and Grant Writing

Recently LAID off?
Want to Get Free Training and turn your Expertise into a profitable Home-Based Business?

Have you recently been laid off and you are tired of working for someone else. You're an expert in your field and want to turn that expertise into a profitable business – attend our Free Seminar that could change your life. We will tell you how you can get business training for absolutely FREE – no out of pocket expense, become certified and learn what you need to start that home based business. We will teach you the following:

Ms Word – create your business plan, business letters
Ms Excel – create your financial plan, charts, etc.
Ms Power Point – create a business power point presentation and business proposal
Ms Access – create a customer database
Ms Publisher – create your business card, letterhead, brochure, flyer and other marketing materials
**Quick Books** – learn how to setup your books for your business

One Door has Closed and Another One has OPENED! This is the opportunity of a life time to finally start that business. Don't put if off, your collecting unemployment and you have the time. Each week you will attend a business start up workshop and learn everything you need to know about going into business, you will become certified in Microsoft Office, Accounting and Quick books and How to Start a Business. All the ingredients you need to start your business & even go after a small business loan if you need it.

In just 16 weeks, you can learn how to Start your Own Business, while collecting unemployment.

Training is FREE to those who qualify.

Call Today for more information: 609-484-9356
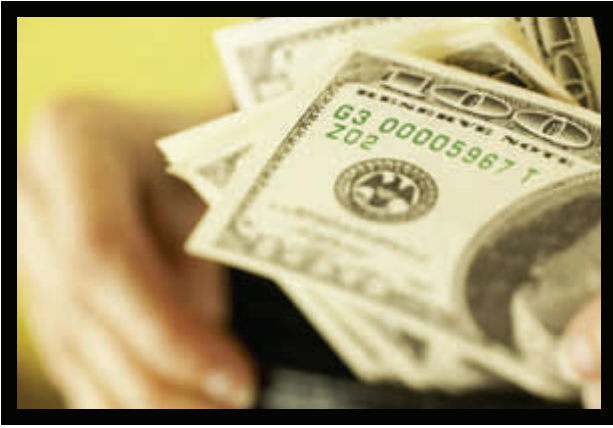
Recently LAID off?

**Get Free Training and Earn $30 to $60 an Hour!
With Your Own Profitable Accounting & Bookkeeping Home-Based Business!**

Are you looking to start a home based business and like working with numbers, and have what it takes to succeed? Attend our free seminar to learn how to get started.   It's So Profitable! Each attendee receives a free copy of Quick Books and a Business Start Up Kit with a complete comprehensive training package that includes learning Ms Office (word, excel, power point, access, publisher), Accounting Basics and Quick books.

Building an Accounting and Bookkeeping Service you could **earn** an average of **$300 per month PER CLIENT!**

Every Business Must Do Accounting

Every business must account for profit and loss, expenses, payroll, and many other accounting activities. Most small businesses want to focus on growing their business, not on accounting and bookkeeping. They are looking for qualified and well trained individuals that have certification. When you take over their books at a **very profitable rate** for yourself, you are **freeing business owners** to do what they really want, **to grow their business** and **focus** on **making sales**. **Paying you** to do their books **makes small businesses more profitable** and **they know it**.

Become Certified, Be Your Own Boss and Set Your Own Hours

Starting **your own accounting and bookkeeping business** gives you the **flexibility** to **set your own hours** and **make time for what matters most** to you.   Many of our graduates have expressed how much that they love the **freedom** of working when they want, **from** the **comfort of home**.   This unique program will certify you in Accounting and Quick books and will prepare you to start your own home-based business. This package includes all of the necessary training you need to be successful and make a profit. Support services available after training for as long as you need it!!

In just 16 weeks, you can learn the small-business accounting and bookkeeping process, Learn how to Start your Business, while collecting unemployment.

Training is FREE to those who qualify.

Call Today for more information: 609-484-9356