

INFORMATION Recruitment Packet for

Ms Office Professional and Quick Books

VIRTUAL

Business and Technology Training Program

The T.Byrd Training Center provides the required skills needed for the 2021 job search and job skills which include: Microsoft Office (word, excel, access, power point, publisher), Google Suite (docs, sheets, forms, calendar, google drive, etc.), Online Platforms (Zoom, Google Meets, etc.), Quick Books, and numerous online social media tools needed for just about any job in any industry and the minimum tools you need to know just to compete for the job. While learning these required skills with a Live Instructor daily for any Career you will also learn how to start your own business.

The screenshot displays a virtual classroom. On the left, a grid of student video feeds is visible, with names like 'Instructor', 'Drell', 'Paloma', 'Harper', 'Aash', 'Apple', 'Hassan', 'Asha Lee', 'Dominick', 'Lucy', 'Logan', and 'Olivia'. The main screen shows a 'Quick Books - Level 1' presentation. The presentation content includes:

- 3. Reports:** Subheader: 'Understanding Your Business and Bookkeeping'. Text: 'Reports help you understand how your business is doing'. Includes a bar chart showing sales over time.
- Make the Most of Your Reports:** Text: 'What do you want to know about your AMM?'. Lists: 'How is it doing?', 'How is it changing?', 'How is it doing this month?'. Includes a screenshot of a report interface.
- Income Statement:** Text: 'Summarizes the revenues and expenses of a company over a period of time. Also called a Profit & Loss or P&L'. Includes a screenshot of an income statement table.
- B. Invoice a Customer:** Subheader: 'See Where Your Business Stands'. Text: 'Send an invoice to your customer'. Includes a screenshot of an invoice.
- C. Receive a Payment:** Subheader: 'Money In: Receive Payment'. Text: 'Customer pays by check or credit card. Record receipt of payment.'. Includes a screenshot of a payment recording screen.
- C. Receive a Payment:** Subheader: 'Track Your Customers'. Text: 'Track your customers'. Includes a screenshot of a customer tracking table.

Training and certification will allow you to obtain any entry level Office Administrative position in any industry you desire, because all industries utilize technology and Microsoft Office, Google Suites and Quick Books are the minimum requirements to obtain employment. Examples of job placement from the T.Byrd Center include: school districts, medical, attorney or accountant offices, non-profits, and more.

The T.Byrd Training CENTER
1501 S. New Road, Pleasantville, NJ 08232
609-484-9356

www.tbyrdcenter.com thetbyrdcenter@gmail.com trinabyrd@tbyrdcenter.com

Enrolled Student Requirements

Computer equipment and Internet

Students must have a desktop or laptop computer with a minimum of 4gb of ram and 128gb of free hard disk space to install Microsoft Office, Professor Teaches and Quick Books. Students may purchase thru www.dell.com for brand new or refurbished with warranty, desktop, or laptop computers.



Internet

Students must have access to high-speed Internet with the following Bandwidth requirements:



- 800kbps/1.0 Mbps (up/down) for high-quality video.
- For gallery view and/or 720p HD video: 1.5Mbps/1.5Mbps (up/down)
- Receiving 1080p HD video requires 2.5Mbps (up/down)
- Sending 1080p HD video requires 3.0Mbps (up/down)

Microsoft Office Professional Software

Software (professional student version: Word, Excel, Access, Publisher and Power Point). Students are required to purchase Microsoft 365 subscription at \$6.99 per month or \$69.99 for the year. Click on this link to purchase for class: <https://www.microsoft.com/en-us/microsoft-365/buy/compare-all-microsoft-365-products-b>

Microsoft 365 Personal

\$69.99 / year

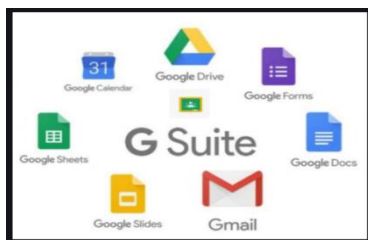
Buy now

Or buy at \$6.99 per month

One convenient subscription that includes AI-powered apps, 1 TB of cloud storage, and advanced security for all your devices.

Premium apps

W	X	P	N
Word	Excel	PowerPoint	OneNote
O	A	P	
Outlook	Access (PC only)	Publisher (PC only)	



Google Suite

Students will use the Google Suite package: google calendar to schedule projects, google drive to upload completed documents, google forms to complete several form assignments, google sheets to maintain grades, google docs to complete administrative forms, google slides for samples to be used in Power Point and Gmail for classroom email address for entire class. In addition, students will learn the fundamentals of using Google Classroom to download and upload assignments.

Quick Books Pro

Students will be provided in week 9 the link for download and installation of the latest version of Quick Books.



Professor Teaches Series

Series includes: Word, Excel, Access, Publisher, Power Point and Quick Books. This is a valuable resource that students will complete during the twelve weeks of training and the great news is that students get to keep the Series as a reference tool when they obtain employment. This program is a requirement for this training program and must be purchased by first week - Orientation week at just \$24.99 for Microsoft Office Professional and Quick Books.

Click on this link for purchase: <http://www.individualsoftware.com/?product=professor-teaches-online-library>

In addition, you will receive at the end of a subject our survey that will ask you several questions concerning the subject you recently completed. Your input is very important to us and it provides me with the information needed should you have any problems.

All of our lectures are with a LIVE INSTRUCTOR daily and 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 one on one tutoring and group tutoring.

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 and desktop computers starting at just \$199 and an all in one printer. This equipment comes 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, Dell.com or Staples.

Lastly, you will receive our Career Newsletter, Weekly updates, Hiring This Week – weekly email blast for legitimate on-line jobs, Training Resources and other valuable information from our enrolled student portal only accessible via password provided at the start of the training program. This student portal also includes valuable downloads important to you once you obtain employment or start your own business.

As an added incentive, all enrolled students receive access for up to 1 year after (obtaining employment) to our online classes such as project management, administrative procedures, supervisor and management. In addition you will have access to our student alumni page with valuable resources now you are employed such as: free webinars, eBooks and other resources. These classes are strictly online, and all course materials are provided via the Internet. These additional weeks are NOT supported by unemployment and are NOT a requirement of your funding agency and are in some cases not live instructor led.

As you can see we provide many resources for you to become successful with our training program along with small class size. Should you have any questions or concerns, you should contact me as soon as possible via phone at: 609-484-9356 or by email at: thetbyrdcenter@gmail.com.

Again, thank you for your interest in our online 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 ON-LINE click on the link below to register and receive the workbook and password 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 and NJ Department of Labor.

The T·Byrd TEAM

Free On-Line WEBINARS held WEEKLY for your Clients!

First FRIDAYS'

Register for these FREE Webinars by calling 609-484-9356. RSVP required! Includes Certificate of Completion

Every First Friday of the month!

Don't miss this exciting opportunity to learn about and register for training programs at the T.Byrd Center ON-LINE that are dedicated to Finance and Money Management. Register for our FREE FIRST FRIDAY workshops for Business Owners, Job Seekers, Entrepreneurs, Senior Citizens and more!

Sessions are held from 10am to 12pm and 1:30pm to 3:30pm. Topics include Budgeting, Financial Tracking, Money Management and more!

FREE to Unemployed – RSVP REQUIRED

CHANGING CAREERS WEBINAR

Register for this FREE Webinar by calling 609-484-9356. RSVP required! Includes Certificate of Completion

WEBINAR DESCRIPTION

This valuable FREE Webinar is designed for individuals who have recently lost their job and are seeking a career change and new career skills. Attend this 90 minute online webinar and receive our Free “Changing CAREER's Guide and Workbook” required hand-out while taking the free Webinar and a Certificate of Completion to add to your Career Portfolio!
“FREE” in this case is a Very Good Opportunity!

FREE to Unemployed – RSVP REQUIRED

Any of your clients may attend our weekly webinar series shown above! RSVP at: 609-484-9356



ON-LINE Course INFORMATION Sheet FOR: Microsoft Office Professional and Quick Books

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: 9:00am to 12:30pm
School Hours: 9am to 4pm
Lecture Hours: 9am to 12pm
Classwork Hours: 1pm to 4pm



Contact Information:

Phone #: 609-484-9356
E-Mail: thetbyrdcenter@gmail.com
Website: www.tbyrdcenter.com

Training Objectives

Teaching Method: **LIVE On-Line Lecture**
Training Materials: Tutorials, Worksheets, Exercises, Workbook, Lab Assignments, Daily Project, Log and Quiz
Lesson Software: Professor Teaches interactive lessons

ORIENTATION WEEK:

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:

TECH LITERACY

Students learn the 21st century tech skills to operate in the virtual world as well as the typical office workplace. Students will also receive a copy of Professor Teaches Lesson software for Microsoft Office and Quick Books.

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 a personal budget and net worth statement, business startup workbook, business monthly budget and financial statements. Students will create a mock business workshop and track expenses related to the workshop.

MICROSOFT ACCESS:

Students will learn how to create a job search database to track job search, expenses, and job search activities. Creating this database 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 to create advertising and marketing documents such as: letterhead, invoice, professional ads, business cards, brochure, flyer, post cards, business web site, etc.

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.

VIRTUAL MEDIA PLATFORMS:

Students learn the basics of using virtual platforms such as: Zoom, Google Meets, Screencast-O-Matic, Live Binder, Eventbrite, and More!

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.

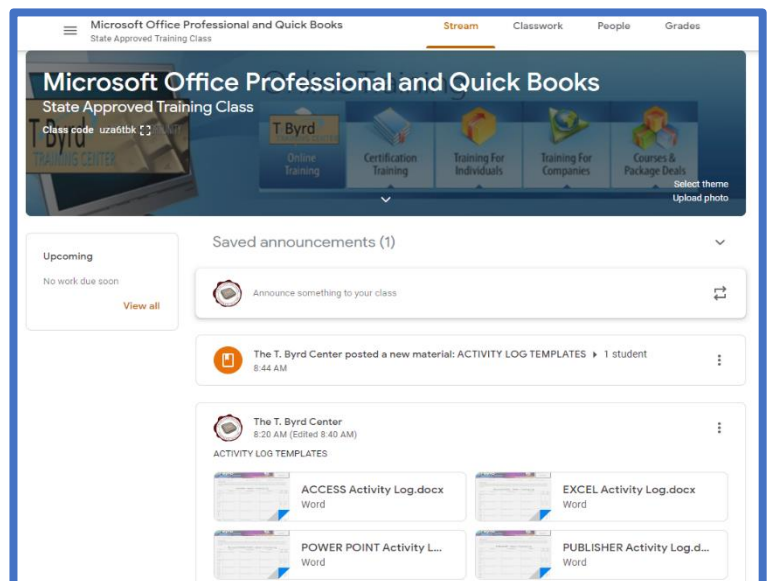
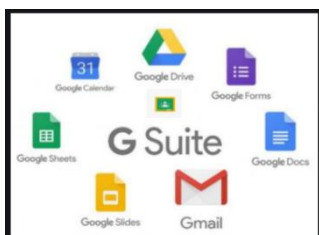
Final Review, Final Exam and Final Project:

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.

GOOGLE SUITE

Students learn the basics of the Google Suite:

- Gmail for email
- google drive to upload docs
- google docs to complete admin forms, worksheets
- google sheets for tracking
- google forms for mock business project
- google calendar for scheduling
- google slides templates for use in power point
- google classroom for completing assignments, etc.



FREQUENTLY ASKED QUESTIONS FOR ON-LINE TRAINING

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

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](#)

inDemand

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

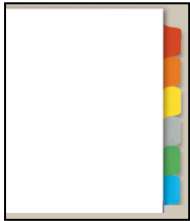
Licensing Agency:	Dept. of Labor & Workforce Dev. Training Evaluation Unit
Type Of Training Provider:	Private Business and Technical Schools

Individual To Contact For More Program Information:

Contact: Trina Byrd

Phone: (609) 484-9356 Ext: 110

SCHOOL SUPPLIES LIST



COURSE: Microsoft Office Professional and Quick Books

- + Desktop or Laptop with 4gb memory, 256mg hard drive available space.
- + Subscription to Microsoft Office 365
<https://www.microsoft.com/en-us/microsoft-365/buy/compare-all-microsoft-365-products-b>
- + Subscription to Professor Teaches Package (Microsoft Office Professional and Quick Books)
<http://www.individualsoftware.com/?product=professor-teaches-online-library>
- + High Speed Internet
- + All-in-One Printer / Scanner
- + Minimum of one ream of regular printing paper
- + 1 set of ear buds with speaker
- + 1 notebook – minimum 70 sheets
- + 1 box of paper clips or post its
- + One 1 inch three ring binders to place printed documents in
- + 2 six-tab index sets for binder
- + 2 Pencil, 2 pen, 2 highlighters
- + 1 flash drive – minimum 2 gigs

*** The majority of these school supplies may be purchased at your local Dollar Tree stores.

Recently LAID off from your job attend our FREE

MICROSOFT OFFICE PROFESSIONAL And Quick Books Course

The screenshot shows a live webinar interface. On the left, there is a grid of video feeds for students and an instructor. The names of the participants are: Instructor, Brett, Patricia, Harper, André, Annie, Hassan, Anna Lee, Dominick, Lucy, Logan, and Olivia. The main content area displays a presentation titled 'Quick Books - Level 1' with the following slides:

- 3. Reports**: Understanding Your Business and Decision-Making. Reports help you understand how your business is doing. Includes a bar chart showing sales over time.
- Make the Most of Your Reports**: What do you want to know about your A/R? Includes a table for 'What do you want to know about your A/R?' and a 'Sales by Item' report.
- Income Statement**: Summarizes the revenue and expenses of a company over a period of time. Also called a Profit & Loss or P&L. Includes a table for 'Profit & Loss Statement'.
- B. Invoice a Customer**: See Where Your Business Stands. Includes a table for 'See Where Your Business Stands' and a 'Pay. List'.
- C. Receive a Payment**: Money In: Receive Payment. Includes a diagram showing the flow of money from a customer to a business.
- C. Receive a Payment**: Track Your Customers. Includes a table for 'Track Your Customers'.

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

Please register for our FREE information webinar that provides more detail about our course

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

Additional questions, please call us at: 609-484-9356



**FREE to
Those who
Qualify**

At the One Stop Center

The T.Byrd Training Center provides the required skills needed for the 2021 job search and job skills which include: Microsoft Office (word, excel, access, power point, publisher), Google Suite (docs, sheets, forms, calendar, google drive, etc.), Online Platforms (Zoom, Google Meets, etc.), Quick Books, and numerous online social media tools needed for just about any job in any industry and the minimum tools you need to know just to compete for the job. While learning these required skills with a Live Instructor daily for any Career you will also learn how to start your own business.

WHERE:

VIRTUAL – with Live Instructor
The T.Byrd Training CENTER
1501 S. New Road,
Pleasantville, NJ 08232
609-484-9356 Fax: 484-8777
www.tbyrdcenter.com

WHEN:

CLASSES START EVERY MONTH!!
Free Info Seminar every Week!
RSVP required! Call 484-9356

Includes all Course Materials and Quick Books Software!

REQUIREMENTS:

Laptop or Desktop Computer
Subscription to Ms Office 365
All-in-One Printer/Scanner

**To register contact:
Ronnie McCoy
at:
609-484-9356**

**Students earn two certificates:
Microsoft Office Professional
And Quick Books**

**Business and Project
Development**



Visit us online at:



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



**Ms Office
Professional
and
Quick Books**



**Business and
Technology
Training
Program**