



General Office, Accounting 12 Months

Program Information:

The order and duration of each topic can be adjusted to meet the needs of each individual student. The program is designed to work at the student's pace, allowing them to master the content at a speed that is comfortable for them. The one-on-one instruction during the student's scheduled class time provides an individualized approach to learning, allowing for tailored support and attention. This approach helps to ensure that students can effectively develop the skills and knowledge they need to succeed in their chosen career path.

MS Office:

The Microsoft Office Suite training program focuses on the essential tools used in the business world. Students will learn Word, Excel, PowerPoint, Access, and Outlook, starting with the basics and advancing to more complex concepts. The objective of the course is to equip students with the necessary skills and knowledge to effectively use these programs and increase their job prospects in the market.

Keyboarding/Ten Key:

The training program involves daily keyboarding practice and occasional 10-key practice. The typing goals for the course are 35 words per minute and 130 characters per minute.

Accounting:

The Accounting courses teach both theory and practical experience. Students develop ten-key skills through keyboarding tutorials and work through a college accounting textbook to learn accounting concepts such as debits/credits and balance sheets. The course also covers using Excel to create forms and solve business accounting problems. Upon completion, students should have a solid understanding of basic accounting principles, Excel proficiency, and employable ten-key skills.

Customer Service:

The course teaches students how to assist customers with inquiries and problems in call centers, help desks, tele service centers, and online. It covers topics such as user interfaces and behavior, hardware and software systems, customer interaction skills, telephone and email communication, data entry, and database and internet search and retrieval. The aim is to provide students with the skills to effectively assist customers in a frontline customer service role.

Job Search:

The Job Preparation Service includes creating resumes and cover letters, finding job leads, applying, and interviewing for work, using the skills and resources obtained during the training program.

Cost:

\$16,800.00	Tuition - Excluding other fees listed, tuition is all-inclusive for \$4,200 per quarter. Tuition includes a specially configured laptop and devices described at the end of the training plan. Office Careers will make arrangements for internet access to deliver training services.
\$150.00	\$150 for QuickBooks Software and textbook
\$16,950.00	Total



General Office, Accounting 12 Months

Week 1

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Word: Opening documents, editing, saving

Week 2

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Word: Opening documents, editing, saving

Week 3

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Word: creating business letters, creating reports

Week 4

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Word: creating business letters, creating reports

Week 5

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Word: creating business letters, creating reports

Week 6

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Outlook: Creating contact lists, using email, attaching files, calendar scheduling
MS Office: MS Word: creating business letters, creating reports

Week 7

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Outlook: Creating contact lists, using email, attaching files, calendar scheduling

Week 8

Accounting: Intro to Accounting: trial balances
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Outlook: Creating contact lists, using email, attaching files, calendar scheduling

Week 9

Accounting: Intro to Accounting: trial balances
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Outlook: Creating contact lists, using email, attaching files, calendar scheduling

Week 10

Accounting: Income statements, balance sheets
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Excel: Opening documents, editing, saving
MS Office: MS Outlook: Creating contact lists, using email, attaching files, calendar scheduling



General Office, Accounting 12 Months

Week 11

Accounting: Income statements, balance sheets
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Excel: Opening documents, editing, saving

Week 12

Accounting: Income statements, balance sheets
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Excel: Opening documents, editing, saving

Week 13

Accounting: Income statements, balance sheets
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Excel: Opening documents, editing, saving

Week 14

Accounting: Debit and credits, general journals and ledgers
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: Computer: MS Windows basics, security
MS Office: MS Excel: Opening documents, editing, saving

Week 15

Accounting: Debit and credits, general journals and ledgers
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: Computer: MS Windows basics, security

Week 16

Accounting: Debit and credits, general journals and ledgers
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: Computer: MS Windows basics, security
MS Office: MS Access: Data entry into multiple tables

Week 17

Accounting: Debit and credits, general journals and ledgers
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Access: Data entry into multiple tables

Week 18

Accounting: Adjustments, closing entries
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Access: Data entry into multiple tables

Week 19

Accounting: Adjustments, closing entries
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Access: Filing: Alphabetic Rules.



General Office, Accounting 12 Months

Week 20

Accounting: Adjustments, closing entries
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Access: Filing: Alphabetic Rules.
MS Office: MS Access: Filing: Complete alphabetic filing rules, numeric filing rules, chronological and subject filing.

Week 21

Accounting: Adjustments, closing entries
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Access: Filing: Final exam

Week 22

Accounting: Mid-term project: journals, ledgers, adjustments, trial balances, balance sheets
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Access: Filing: Final exam
MS Office: MS Word: creating business letters, creating reports

Week 23

Accounting: Mid-term project: journals, ledgers, adjustments, trial balances, balance sheets
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Word: creating business letters, creating reports

Week 24

Accounting: Mid-term project: journals, ledgers, adjustments, trial balances, balance sheets
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Word: creating business letters, creating reports

Week 25

Accounting: Mid-term project: journals, ledgers, adjustments, trial balances, balance sheets
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Word: Tabs, Margins, Indents

Week 26

Accounting: Payroll, taxes, bank reconciliation
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Word: Tabs, Margins, Indents

Week 27

Accounting: Payroll, taxes, bank reconciliation
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Word: creating business letters, creating reports



General Office, Accounting 12 Months

Week 28

Accounting: Payroll, taxes, bank reconciliation
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Excel: Formulas, Formatting
MS Office: MS Word: creating business letters, creating reports

Week 29

Accounting: Payroll, taxes, bank reconciliation
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Excel: Formulas, formatting

Week 30

Accounting: Intro to Quickbooks, Workbook Chap. 1, Setting up accounts and inventory, Workbook Chaps. 2-4
Accounting: Intro to Quickbooks, Workbook Chap. 1, Setting up accounts and inventory, Workbook Chaps. 2-5
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Excel: Formulas, formatting

Week 31

Accounting: Intro to Quickbooks, Workbook Chap. 1, Setting up accounts and inventory, Workbook Chaps. 2-5
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Excel: Formulas, formatting

Week 32

Accounting: Intro to Quickbooks, Workbook Chap. 1, Setting up accounts and inventory, Workbook Chaps. 2-6
Accounting: Intro to Quickbooks, Workbook Chap. 1, Setting up accounts and inventory, Workbook Chaps. 2-7
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Excel: Formulas, formatting
MS Office: MS Word: creating business letters, creating reports

Week 33

Accounting: Intro to Quickbooks, Workbook Chap. 1, Setting up accounts and inventory, Workbook Chaps. 2-7
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Access: Forms and Reports

Week 34

Accounting: Quickbooks, Workbook chaps. 5-8
Customer Service: Customer Service: phone etiquette, answering calls, dealing with custom
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Access: Forms and Reports



General Office, Accounting 12 Months

Week 35

Accounting: Quickbooks, Workbook chaps. 5-8

Customer Service: Customer Service: phone etiquette, answering calls, dealing with custom

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

MS Office: MS Access: Forms and Reports

Week 36

Accounting: Quickbooks, Workbook chaps. 5-8

Customer Service: Customer Service: phone etiquette continued, hands on telephone practi

Customer Service: Customer Service: phone etiquette, answering calls, dealing with custom

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

MS Office: MS Access: Forms and Reports

MS Office: MS Access: Queries, entering and correcting data in tables

Week 37

Accounting: Quickbooks, Workbook chaps. 5-8

Customer Service: Customer Service: phone etiquette continued, hands on telephone practi

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

MS Office: MS Access: Queries, entering and correcting data in tables

Week 38

Accounting: Payroll, adding employees, banking

Customer Service: Customer Service: phone etiquette continued, hands on telephone practi

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

MS Office: MS Access: Queries, entering and correcting data in tables

MS Office: MS PowerPoint: Basic presentations

Week 39

Accounting: Payroll, adding employees, banking

Customer Service: Customer Service: phone etiquette continued, hands on telephone practi

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

MS Office: MS PowerPoint: Basic presentations

Week 40

Accounting: Payroll, adding employees, banking

Customer Service: Customer Service: Entering data from phone calls

Customer Service: Customer Service: phone etiquette continued, hands on telephone practi

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

MS Office: MS PowerPoint: Basic presentations



General Office, Accounting 12 Months

Week 41

Accounting: Payroll, adding employees, banking
Customer Service: Customer Service: Entering data from phone calls
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS PowerPoint: Basic presentations

Week 42

Accounting: Complete Quickbooks, Chap.9-15
Customer Service: Customer Service: Entering data from phone calls
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: Internet: Using the Internet to perform searches, sending materials via Internet, downloading files

Week 43

Accounting: Complete Quickbooks, Chap.9-15
Customer Service: Customer Service: Entering data from phone calls
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: Internet: Using the Internet to perform searches, sending materials via Internet, downloading files

Week 44

Accounting: Complete Quickbooks, Chap.9-15
Customer Service: Customer Service: Entering data from phone calls
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: Using Word, Excel and Access together

Week 45

Accounting: Complete Quickbooks, Chap.9-15
Customer Service: Customer Service: Entering data from phone calls
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: Using Word, Excel and Access together

Week 46

Accounting: Final QuickBooks projects
Customer Service: Customer Service: Entering data from phone calls
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: Review of MS Office including testing over programs
MS Office: Using Word, Excel and Access together

Week 47

Accounting: Final QuickBooks projects
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: Review of MS Office including testing over programs



General Office, Accounting 12 Months

Week 48

Accounting: Final QuickBooks projects
Job Search: Job Search activities using the Internet
Job Search: Resume and Cover letter development
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: Review of MS Office including testing over programs

Week 49

Accounting: Final QuickBooks projects
Job Search: Resume and Cover letter development
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: Review of MS Office including testing over programs

Week 50

Accounting: Accounting office work experience
Job Search: Job Search activities using the Internet
Job Search: Resume and Cover letter development
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: Review of MS Office including testing over programs

Week 51

Accounting: Accounting office work experience
Job Search: Resume and Cover letter development
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: Review of MS Office including testing over programs

Week 52

Accounting: Accounting office work experience
Job Search: Job Search activities using the Internet
Job Search: Resume and Cover letter development
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Equipment Provided by Office Careers:

The cost of training plans includes the essential equipment needed for remote or onsite classes. Laptops provided by Office Careers are pre-configured for online communication and remote access, and students may also be able to use their own laptops if they sign an agreement with the company. The company provides backups and safety features to minimize the loss of class days due to technical issues, and can provide secondary monitors, wireless keyboard and mouse, and ergonomic devices if needed. If necessary, Office Careers will arrange for internet service, including paying the student for service in their home, with the exception of satellite internet which may have additional fees.