



## **Training Plan**

### **General Office, Accounting**

### **9 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 reach a functional level of usage at a speed that is comfortable for them. However, students must maintain progress and participate to the best of their abilities. 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 abilities they need

#### **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:**

- \$13,050.00 Tuition - Excluding other fees listed, tuition is all-inclusive for \$1,400 per month plus \$50 to ensure internet access is available and not disrupted during plan. Tuition includes a specially configured laptop and devices described at the end of the training plan.
- \$150.00 \$150 for QuickBooks Software and textbook
- 250.00 Equipment setup, shipping and securing the start date.

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\$13,300.00 Total

**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: creating business letters, creating reports  
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 Outlook: Creating contact lists, using email, attaching files, calendar scheduling  
MS Office: MS Word: creating business letters, creating reports

**Week 5**

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

**Week 6**

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 7**

Accounting: Income statements, balance sheets  
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 8**

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

**Week 9**

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



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**Week 10**

Accounting: Debit and credits, general journals and ledgers  
Accounting: Income statements, balance sheets  
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 11**

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 12**

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 13**

Accounting: Adjustments, closing entries  
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 14**

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

**Week 15**

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 16**

Accounting: Adjustments, closing entries  
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



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**Week 17**

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 18**

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 19**

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

**Week 20**

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

**Week 21**

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 22**

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

**Week 23**

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



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**Week 24**

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 25**

Accounting: Intro to Quickbooks, Workbook Chap. 1, Setting up accounts and inventory, Workbook Chaps. 2-7

Accounting: Quickbooks, Workbook chaps. 5-8

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

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

MS Office: MS Access: Forms and Reports

**Week 26**

Accounting: Quickbooks, Workbook chaps. 5-8

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

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

MS Office: MS Access: Forms and Reports

**Week 27**

Accounting: Quickbooks, Workbook chaps. 5-8

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

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

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 28**

Accounting: Payroll, adding employees, banking

Accounting: Quickbooks, Workbook chaps. 5-8

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

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

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

**Week 29**

Accounting: Payroll, adding employees, banking

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

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

MS Office: MS PowerPoint: Basic presentations



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**Week 30**

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

**Week 31**

Accounting: Complete Quickbooks, Chap.9-15  
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: Internet: Using the Internet to perform searches, sending materials via Internet, downloading files  
MS Office: MS PowerPoint: Basic presentations

**Week 32**

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 33**

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 34**

Accounting: Complete Quickbooks, Chap.9-15  
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: Using Word, Excel and Access together

**Week 35**

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



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**Week 36**

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 37**

Accounting: Accounting office work experience  
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 38**

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 39**

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. To minimize the loss of class days due to technical issues, Office Careers will provide backups and safety features. A secondary monitor, wireless keyboard, and mouse are provided. Office Careers will arrange for internet service, including covering the cost for service in the student's home. The equipment is the property of Office Careers until a student completes their training plan.