



## Training Plan 15 - Months

### Accounting Technician and Bookkeeping with Business English and Math Review

#### **Program Information:**

The order and length of time spent on each topic is subject to change. Some students take longer in some areas and a shorter time in others, depending on their abilities to master the content. The advantage of this program is that it works at the student's pace. All training is done using one-on-one instruction during a student's scheduled class time.

#### **Start Dates and Class Hours:**

Office Careers has open-enrollment. Students may not initially get a preferred classtime. Available classtimes start between 8:00 am and 2:00 pm. Classes run Monday through Friday where training time is one to three-hours per day.

#### **MS Office:**

Microsoft Office Suite of software is the workhorse of the business world. We use current releases so you can be familiar with the most current programs and qualify for better jobs. We teach Word, Excel, PowerPoint, Access and Outlook from beginning to advanced.

#### **Keyboarding/Ten Key:**

Daily practice of keyboarding and occasional practice of 10-key using Mavis Beacon Teaches Typing. Typing goal: 35 wpm and 130 spm.

#### **Accounting:**

The Accounting courses are taught using a combination of theory and practical experience. The student works on ten-key speed and accuracy using a keyboarding tutorial. The Student learns the concepts and forms used in accounting (debits/credits, balance sheets, etc.) by working through a college accounting textbook. Excel is used to create forms and solve business accounting problems. The students complete a textbook on business math to reinforce basic math concepts and Excel formulas. Upon completion of the course students should be familiar with basic accounting principles, Excel formulas, create forms using Excel and have an employable speed and accuracy on the ten-key.

#### **Customer Service:**

Learn to assist customers with inquiries and problems in frontline call centers, help desks, tele service centers, and online. Includes instruction in user interfaces and user behavior; principles of hardware and software systems operation; customer interaction skills; telephone and e-mailing skills; data entry; and database and Internet searching and retrieval.

#### **Business English/Math Review:**

Covers material from our GED Preparation coursework, but excludes test preparation. Office Careers supports the growth of good business English/Math skills in all our coursework by identifying areas students need to develop and applying those skills to simulated office activities.

#### **Job Search:**

This training service gives students real-life exposure and job experience using the new skills they have developed. Our practicums may be paid positions leading to full-time employment. Office Careers has used our Job Preparation Service to bridge the gap to having demonstrable skills to an employer. This



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important final step gives our clients confidence and competitiveness in the open job market. This is followed by creating resumes and cover letters, finding job leads, applying, and interviewing for work. Our students use their new skills and resources to complete the process.

### Cost:

\$17,250.00	Tuition - Excluding other fees listed, tuition is all-inclusive for \$1,150 per month. 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
\$17,400.00	Total

Tuition is billed quarterly (every 90 days). Tuition is due at the start of training. Start dates may be any date Office Careers agrees to, based on instructor availability.

### 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: Opening documents, editing, saving

### Week 4

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

### Week 5

Business English & Math Review: Capitalization, spelling rules  
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial  
MS Office: MS Word: creating business letters, creating reports

### Week 6

Business English & Math Review: Capitalization, spelling rules  
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial  
MS Office: MS Word: creating business letters, creating reports

### Week 7

Business English & Math Review: Capitalization, spelling rules  
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial  
MS Office: MS Word: creating business letters, creating reports



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### Week 8

Business English & Math Review: Capitalization, spelling rules  
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial  
MS Office: MS Outlook: Creating contact lists, using email, attaching files

### Week 9

Business English & Math Review: Punctuation, grammar, spelling rules  
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial  
MS Office: MS Outlook: Creating contact lists, using email, attaching files

### Week 10

Business English & Math Review: Punctuation, grammar, spelling rules  
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial  
MS Office: MS Outlook: Creating contact lists, using email, attaching files

### Week 11

Accounting: Intro to Accounting: trial balances  
Business English & Math Review: Punctuation, grammar, spelling rules  
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial  
MS Office: MS Outlook: Creating contact lists, using email, attaching files

### Week 12

Accounting: Income statements, balance sheets  
Business English & Math Review: Punctuation, grammar, spelling rules  
Business English & Math Review: Reading comprehension, reading for retention  
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

### Week 13

Accounting: Income statements, balance sheets  
Business English & Math Review: Reading comprehension, reading for retention  
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial  
MS Office: MS Excel: Opening documents, editing, saving

### Week 14

Accounting: Income statements, balance sheets  
Business English & Math Review: Reading comprehension, reading for retention  
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial  
MS Office: MS Excel: Opening documents, editing, saving



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### Week 15

Accounting: Income statements, balance sheets

Business English & Math Review: Reading comprehension, reading for retention

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

MS Office: MS Excel: Opening documents, editing, saving

### Week 16

Accounting: Income statements, balance sheets

Business English & Math Review: Reading comprehension, reading for retention

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

MS Office: MS Excel: Opening documents, editing, saving

### Week 17

Accounting: Debit and credits, general journals and ledgers

Business English & Math Review: Reading comprehension, reading for retention

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

MS Office: MS Excel: Opening documents, editing, saving

### Week 18

Accounting: Debit and credits, general journals and ledgers

Business English & Math Review: Reading comprehension, reading for retention

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

MS Office: Computer: MS Windows basics, security

### Week 19

Accounting: Debit and credits, general journals and ledgers

Business English & Math Review: Reading comprehension, reading for retention

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

MS Office: Computer: MS Windows basics, security

### Week 20

Accounting: Debit and credits, general journals and ledgers

Business English & Math Review: Reading comprehension, reading for retention

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

MS Office: MS Access: Data entry into multiple tables

### Week 21

Accounting: Debit and credits, general journals and ledgers

Business English & Math Review: Reading comprehension, reading for retention

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

MS Office: MS Access: Data entry into multiple tables



## Training Plan 15 - Months Accounting Technician and Bookkeeping with Business English and Math Review

### Week 22

Accounting: Adjustments, closing entries  
Business English & Math Review: Reading comprehension, reading for retention  
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial  
MS Office: MS Access: Data entry into multiple tables

### Week 23

Accounting: Adjustments, closing entries  
Business English & Math Review: Reading comprehension, reading for retention  
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial  
MS Office: MS Access: Data entry into multiple tables

### Week 24

Accounting: Adjustments, closing entries  
Business English & Math Review: Reading comprehension, reading for retention  
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial  
MS Office: MS Access: Filing: Alphabetic Rules.

### Week 25

Accounting: Adjustments, closing entries  
Business English & Math Review: Addition, subtraction, multiplication, division  
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial  
MS Office: MS Access: Filing: Complete alphabetic filing rules, numeric filing rules, chronological and subject filing.

### Week 26

Accounting: Adjustments, closing entries  
Business English & Math Review: Addition, subtraction, multiplication, division  
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial  
MS Office: MS Access: Filing: Complete alphabetic filing rules, numeric filing rules, chronological and subject filing.  
MS Office: MS Access: Filing: Final exam

### Week 27

Accounting: Mid-term project: journals, ledgers, adjustments, trial balances, balance sheets.  
Business English & Math Review: Addition, subtraction, multiplication, division  
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial  
MS Office: MS Access: Filing: Final exam

### Week 28

Accounting: Mid-term project: journals, ledgers, adjustments, trial balances, balance sheets.  
Business English & Math Review: Addition, subtraction, multiplication, division  
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial  
MS Office: MS Word: creating business letters, creating reports



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### Week 29

Accounting: Mid-term project: journals, ledgers, adjustments, trial balances, balance sheets.  
Business English & Math Review: Addition, subtraction, multiplication, division  
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial  
MS Office: MS Word: creating business letters, creating reports

### Week 30

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

### Week 31

Accounting: Mid-term project: journals, ledgers, adjustments, trial balances, balance sheets.  
Business English & Math Review: Basic Math continued  
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 32

Accounting: Payroll, taxes, bank reconciliation  
Business English & Math Review: Basic Math continued  
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial  
MS Office: MS Word: Tabs, Margins, Indents

### Week 33

Accounting: Payroll, taxes, bank reconciliation  
Business English & Math Review: Basic Math continued  
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial  
MS Office: MS Word: Tabs, Margins, Indents

### Week 34

Accounting: Payroll, taxes, bank reconciliation  
Business English & Math Review: Basic Math continued  
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial  
MS Office: MS Word: creating business letters, creating reports

### Week 35

Accounting: Payroll, taxes, bank reconciliation  
Business English & Math Review: Ratios, measurements, and percentages  
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial  
MS Office: MS Excel: Formulas, Formatting



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### Week 36

Accounting: Payroll, taxes, bank reconciliation

Business English & Math Review: Ratios, measurements, and percentages

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

MS Office: MS Excel: Formulas, formatting

### Week 37

Accounting: Intro to Quickbooks, Workbook Chap. 1, Setting up accounts and inventory, Workbook Chaps. 2-4

Business English & Math Review: Ratios, measurements, and percentages

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

MS Office: MS Excel: Formulas, formatting

### Week 38

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

Business English & Math Review: Ratios, measurements, and percentages

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

MS Office: MS Excel: Formulas, formatting

### Week 39

Accounting: Intro to Quickbooks, Workbook Chap. 1, Setting up accounts and inventory, Workbook Chaps. 2-5

Accounting: Intro to Quickbooks, Workbook Chap. 1, Setting up accounts and inventory, Workbook Chaps. 2-6

Business English & Math Review: Graphs and basic algebra

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

MS Office: MS Excel: Formulas, formatting

### Week 40

Accounting: Intro to Quickbooks, Workbook Chap. 1, Setting up accounts and inventory, Workbook Chaps. 2-6

Business English & Math Review: Graphs and basic algebra

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

MS Office: MS Word: creating business letters, creating reports



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### Week 41

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

Business English & Math Review: Graphs and basic algebra

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

MS Office: MS Access: Forms and Reports

MS Office: MS Word: creating business letters, creating reports

### Week 42

Accounting: Quickbooks, Workbook chaps. 5-8

Business English & Math Review: Graphs and basic algebra

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

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

MS Office: MS Access: Forms and Reports

### Week 43

Accounting: Quickbooks, Workbook chaps. 5-8

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

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

MS Office: MS Access: Forms and Reports

### Week 44

Accounting: Quickbooks, Workbook chaps. 5-8

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

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

MS Office: MS Access: Forms and Reports

### Week 45

Accounting: Quickbooks, Workbook chaps. 5-8

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

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

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

### Week 46

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 47

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 Access: Queries, entering and correcting data in tables





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### Week 48

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 Access: Queries, entering and correcting data in tables

MS Office: MS PowerPoint: Basic presentations

### Week 49

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

### Week 50

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

### Week 51

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 52

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 53

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



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### Week 54

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

MS Office: Using Word, Excel and Access together

### Week 55

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 56

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 57

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 58

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 59

Accounting: Final QuickBooks projects

Job Search: Job Search activities using the Internet

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

MS Office: Review of MS Office including testing over programs

### Week 60

Accounting: Final QuickBooks projects

Job Search: Job Search activities using the Internet

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 61**

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 62**

Accounting: Accounting office work experience

Job Search: Job Search activities using the Internet

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

MS Office: Review of MS Office including testing over programs

### **Week 63**

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 64**

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 65**

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



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### **Laptops Provided by Office Careers:**

#### Setup and Internet Access

Essential equipment to attend classes remotely or onsite is included in the cost of all training plans. When a student uses a laptop from their home, they will need to sign an ownership agreement. Students may not use their own computers for classes unless they sign a terms agreement with Office Careers that releases us from any damages or loss of data.

Laptops provided by Office Careers are pre-configured for on-line communication and remote access. We setup our laptops for students with no prior computer experience. We have backups and safety built in so that we can repair a computer without a home visit and limit the loss of class days due to any technical issues.

Computers supplied by Office Careers may include a secondary monitor (our modern-day paper stand), and a wireless keyboard/mouse to avoid using the laptops keyboard. We can provide ergonomic devices that are generally sold at office stores or easily configure for prescribed devices. If needed, Office Careers will arrange for Internet service that may include paying the student to keep internet service running in their home. Only in cases where a student will need Internet access via Satellite, may other fees be negotiated as an additional expense.

**All other policies and holidays are posted at [officecareers.org](http://officecareers.org)**