



Training Plan 12 - Months Medical Office with ESL Assistance

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.

Medical Office:

Prepares students to work under the supervision of office managers and other professionals, to perform routine administrative duties in a medical, clinical, or health care facility/system office environment. Includes instruction in general office skills, data processing, office equipment operation, principles of medical record-keeping and business regulations, medical/clinical office procedures, and communications skills.

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.

ESL:

Supplemental training for the Washington State ESL Competencies. This is a co-educational service that increases the success of completing ESL classes while enrolled in Office Careers. Our program allows for students to attend ESL classes regardless of schedule changes during a training plan.

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 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.



Training Plan 12 - Months Medical Office with ESL Assistance

Cost:

\$13,800.00 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.

\$13,800.00 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

ESL: Developing Reading Skills (DRS) Chapter 1: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: Basic essay writing assignment 1

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

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

Week 3

ESL: Developing Reading Skills (DRS) Chapter 1: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: Basic essay writing assignment 1

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

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

Week 4

ESL: Developing Reading Skills (DRS) Chapter 1 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS) Chapter 1: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: Basic essay writing assignment 1

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

Medical Office: Terminology: Introduction to Roots: Students take daily quizzes over 9 medical roots, maintaining 75% on each

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



Training Plan 12 - Months Medical Office with ESL Assistance

Week 5

ESL: Developing Reading Skills (DRS) Chapter 1 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

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

Medical Office: Terminology: Introduction to Roots: Students take daily quizzes over 9 medical roots, maintaining 75% on each

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

Week 6

ESL: Developing Reading Skills (DRS) Chapter 1 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS) Chapter 2: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: clauses

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

Medical Office: Terminology: Introduction to Roots: Students take daily quizzes over 9 medical roots, maintaining 75% on each

Medical Office: Terminology: Roots Final: Students take final over all root words, must score 75% over above to move on

MS Office: MS Outlook: Creating contact lists, using email, attaching files

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

Week 7

ESL: Developing Reading Skills (DRS) Chapter 2: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: clauses

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

Medical Office: Terminology: Roots Final: Students take final over all root words, must score 75% over above to move on

MS Office: MS Outlook: Creating contact lists, using email, attaching files



Training Plan 12 - Months Medical Office with ESL Assistance

Week 8

ESL: Developing Reading Skills (DRS) Chapter 2 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS) Chapter 2: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: clauses

ESL: Intro to written English: colons

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

Medical Office: Terminology: Introduction to Suffixes: Students take daily quizzes over 9 medical suffixes, maintaining 75% on each

Medical Office: Terminology: Roots Final: Students take final over all root words, must score 75% over above to move on

MS Office: MS Outlook: Creating contact lists, using email, attaching files

Week 9

ESL: Developing Reading Skills (DRS) Chapter 2 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: colons

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

Medical Office: Terminology: Introduction to Suffixes: Students take daily quizzes over 9 medical suffixes, maintaining 75% on each

MS Office: MS Outlook: Creating contact lists, using email, attaching files

Week 10

ESL: Developing Reading Skills (DRS) Chapter 2 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS) Chapter 3: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: colons

ESL: Intro to written English: commas

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

Medical Office: Terminology: Introduction to Suffixes: Students take daily quizzes over 9 medical suffixes, maintaining 75% on each

Medical Office: Terminology: Suffixes Final: Students take final over all medical suffixes studied, must score 75% over above to move on

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

MS Office: MS Outlook: Creating contact lists, using email, attaching files



Training Plan 12 - Months Medical Office with ESL Assistance

Week 11

ESL: Developing Reading Skills (DRS) Chapter 3: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: commas

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

Medical Office: Terminology: Suffixes Final: Students take final over all medical suffixes studied, must score 75% over above to move on

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

Week 12

ESL: Developing Reading Skills (DRS) Chapter 3 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS) Chapter 3: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: commas

ESL: Intro to written English: conjunctions

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

Medical Office: Terminology: Introduction to Prefixes: Students take daily quizzes over 9 medical prefixes, maintaining 75% on each

Medical Office: Terminology: Suffixes Final: Students take final over all medical suffixes studied, must score 75% over above to move on

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

Week 13

ESL: Developing Reading Skills (DRS) Chapter 3 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: conjunctions

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

Medical Office: Terminology: Introduction to Prefixes: Students take daily quizzes over 9 medical prefixes, maintaining 75% on each

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



Training Plan 12 - Months Medical Office with ESL Assistance

Week 14

ESL: Developing Reading Skills (DRS) Chapter 3 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS) Chapter 4: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: conjunctions

ESL: Intro to written English: intro to punctuation: end marks

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

Medical Office: Terminology: Introduction to Prefixes: Students take daily quizzes over 9 medical prefixes, maintaining 75% on each

Medical Office: Terminology: Prefixes Final: Students take final over all medical prefixes studied, must score 75% over above to move on

MS Office: Computer: MS Windows basics, security

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

Week 15

ESL: Developing Reading Skills (DRS) Chapter 4: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: intro to punctuation: end marks

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

Medical Office: Terminology: Prefixes Final: Students take final over all medical prefixes studied, must score 75% over above to move on

MS Office: Computer: MS Windows basics, security

Week 16

ESL: Developing Reading Skills (DRS) Chapter 4 cont: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS) Chapter 4: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: intro to punctuation: end marks

ESL: Intro to written English: Nouns and articles

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

Medical Office: Terminology: Combining Terms: Students learn to combine prefixes, roots, and suffixes to decipher and create medical terms, daily quizzes, must maintain 75% accuracy

Medical Office: Terminology: Prefixes Final: Students take final over all medical prefixes studied, must score 75% over above to move on

MS Office: Computer: MS Windows basics, security

MS Office: MS Access: Data entry into multiple tables



Training Plan 12 - Months Medical Office with ESL Assistance

Week 17

ESL: Developing Reading Skills (DRS) Chapter 4 cont: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: Nouns and articles

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

Medical Office: Terminology: Combining Terms: Students learn to combine prefixes, roots, and suffixes to decipher and create medical terms, daily quizzes, must maintain 75% accuracy

MS Office: MS Access: Data entry into multiple tables

Week 18

ESL: Developing Reading Skills (DRS) Chapter 4 cont: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS) Chapter 5: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: Nouns and articles

ESL: Intro to written English: prepositions and prepositional phrases

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

Medical Office: Terminology: Combining Terms: Students learn to combine prefixes, roots, and suffixes to decipher and create medical terms, daily quizzes, must maintain 75% accuracy

MS Office: MS Access: Data entry into multiple tables

Week 19

ESL: Developing Reading Skills (DRS) Chapter 5: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: prepositions and prepositional phrases

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

Medical Office: Terminology: Combining Terms: Students learn to combine prefixes, roots, and suffixes to decipher and create medical terms, daily quizzes, must maintain 75% accuracy

MS Office: MS Access: Filing: Alphabetic Rules.



Training Plan 12 - Months Medical Office with ESL Assistance

Week 20

ESL: Developing Reading Skills (DRS) Chapter 5 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS) Chapter 5: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: prepositions and prepositional phrases

ESL: Intro to written English: pronouns

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

Medical Office: Terminology: Abbreviations: Students learn most common medical abbreviations and take daily quizzes over 10 abbreviations, must maintain 75% on all quizzes

Medical Office: Terminology: Combining Terms: Students learn to combine prefixes, roots, and suffixes to decipher and create medical terms, daily quizzes, must maintain 75% accuracy

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

ESL: Developing Reading Skills (DRS) Chapter 5 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: pronouns

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

Medical Office: Terminology: Abbreviations: Students learn most common medical abbreviations and take daily quizzes over 10 abbreviations, must maintain 75% on all quizzes

MS Office: MS Access: Filing: Final exam



Training Plan 12 - Months Medical Office with ESL Assistance

Week 22

ESL: Developing Reading Skills (DRS) Chapter 5 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS), Intermediate level, Chapter 1: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: pronouns

ESL: Intro to written English: review of punct. Cont.

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

Medical Office: Filing: Students learn rules of alphabetical, chronological, subject, numeric, and medical filing systems. Students complete daily exercises to apply rules, must maintain 75% average on work.

Medical Office: Terminology: Abbreviations: Students learn most common medical abbreviations and take daily quizzes over 10 abbreviations, must maintain 75% on all quizzes

MS Office: MS Access: Filing: Final exam

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

Week 23

ESL: Developing Reading Skills (DRS), Intermediate level, Chapter 1: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: review of punct. Cont.

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

Medical Office: Filing: Students learn rules of alphabetical, chronological, subject, numeric, and medical filing systems. Students complete daily exercises to apply rules, must maintain 75% average on work.

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



Training Plan 12 - Months Medical Office with ESL Assistance

Week 24

ESL: Developing Reading Skills (DRS), Intermediate level, Chapter 1: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 1cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: review of punct. Cont.

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

Medical Office: Documents: Complete jobs 1-8 in Metroplex Medical Office Simulation, maintain 90% accuracy on daily work

Medical Office: Filing: Students learn rules of alphabetical, chronological, subject, numeric, and medical filing systems. Students complete daily exercises to apply rules, must maintain 75% average on work.

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

Week 25

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 1cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: review of punct. Cont.

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

Medical Office: Documents: Complete jobs 1-8 in Metroplex Medical Office Simulation, maintain 90% accuracy on daily work

MS Office: MS Word: Tabs, Margins, Indents

Week 26

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 1cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 2: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: review of punct. Cont.

ESL: Intro to written English: review of punctuation

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

Medical Office: Documents: Complete jobs 25-28 in Metroplex Medical Office Simulation, maintain 90% accuracy on daily work

Medical Office: Reports: Complete jobs 25-28 in Metroplex Medical Office Simulation, maintain 90% accuracy on daily work

MS Office: MS Word: Tabs, Margins, Indents



Training Plan 12 - Months Medical Office with ESL Assistance

Week 27

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 2: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: review of punctuation

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

Medical Office: Reports: Complete jobs 25-28 in Metroplex Medical Office Simulation, maintain 90% accuracy on daily work

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

Week 28

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 2 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 2: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: review of punctuation

ESL: Intro to written English: Sentences

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

Medical Office: Records: Complete jobs 10-15 in Metroplex Medical Office Simulation, maintain 90% accuracy on daily work

Medical Office: Reports: Complete jobs 25-28 in Metroplex Medical Office Simulation, maintain 90% accuracy on daily work

MS Office: MS Excel: Formulas, Formatting

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

Week 29

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 2 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: Sentences

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

Medical Office: Records: Complete jobs 10-15 in Metroplex Medical Office Simulation, maintain 90% accuracy on daily work

MS Office: MS Excel: Formulas, formatting



Training Plan 12 - Months Medical Office with ESL Assistance

Week 30

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 2 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 3: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: Sentences

ESL: Intro to written English: superlatives

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

Medical Office: Records: Complete jobs 10-15 in Metroplex Medical Office Simulation, maintain 90% accuracy on daily work

MS Office: MS Excel: Formulas, formatting

Week 31

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 3: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: superlatives

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

Medical Office: Records: Complete jobs 10-15 in Metroplex Medical Office Simulation, maintain 90% accuracy on daily work

MS Office: MS Excel: Formulas, formatting

Week 32

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 3 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 3: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: superlatives

ESL: Intro to written English: Verb tenses

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



Training Plan 12 - Months Medical Office with ESL Assistance

Week 33

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 3 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: Verb tenses

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

MS Office: MS Access: Forms and Reports

Week 34

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

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 3 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 4: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: Verb tenses

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

MS Office: MS Access: Forms and Reports

Week 35

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

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 4: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: Verb tenses

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

MS Office: MS Access: Forms and Reports



Training Plan 12 - Months Medical Office with ESL Assistance

Week 36

Customer Service: Customer Service: phone etiquette continued, hands on telephone practice
Customer Service: Customer Service: phone etiquette, answering calls, dealing with customer
ESL: Developing Reading Skills (DRS), Intermediate, Chapter 4 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.
ESL: Developing Reading Skills (DRS), Intermediate, Chapter 4: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.
ESL: Intro to written English: Verb tenses
ESL: Intro to written English: Verbs
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office: Office Simulations using MS Office Products
MS Office: MS Access: Forms and Reports
MS Office: MS Access: Queries, entering and correcting data in tables

Week 37

Customer Service: Customer Service: phone etiquette continued, hands on telephone practice
ESL: Developing Reading Skills (DRS), Intermediate, Chapter 4 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.
ESL: Intro to written English: Verbs
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: MS Access: Queries, entering and correcting data in tables

Week 38

Customer Service: Customer Service: phone etiquette continued, hands on telephone practice
ESL: Developing Reading Skills (DRS), Intermediate, Chapter 4 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.
ESL: Developing Reading Skills (DRS), Intermediate, Chapter 5: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.
ESL: Intro to written English: Verbs
ESL: Intro to written English: word order
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



Training Plan 12 - Months Medical Office with ESL Assistance

Week 39

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

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 5: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: word order

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

MS Office: MS PowerPoint: Basic presentations

Week 40

Customer Service: Customer Service: Entering data from phone calls

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

ESL: Developing Reading Skills (DRS), Intermediate, Chapt. 5 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 5: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: word order

ESL: Intro to written English: Commas cont.

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

MS Office: MS PowerPoint: Basic presentations

Week 41

Customer Service: Customer Service: Entering data from phone calls

ESL: Developing Reading Skills (DRS), Intermediate, Chapt. 5 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: Commas cont.

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

MS Office: MS PowerPoint: Basic presentations



Training Plan 12 - Months Medical Office with ESL Assistance

Week 42

Customer Service: Customer Service: Entering data from phone calls

ESL: Developing Reading Skills (DRS), Intermediate, Chapt. 5 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS), Intermediate, Expansion 5: Intro to written English: Complete Basic essay writing assignment 1

ESL: Intro to written English: Commas cont.

ESL: Intro to written English: semi-colons

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

Customer Service: Customer Service: Entering data from phone calls

ESL: Developing Reading Skills (DRS), Intermediate, Expansion 5: Intro to written English: Complete Basic essay writing assignment 1

ESL: Intro to written English: semi-colons

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

Customer Service: Customer Service: Entering data from phone calls

ESL: Developing Reading Skills (DRS), Intermediate, Expansion 5 cont.: Intro to written English: Basic writing assignment final

ESL: Developing Reading Skills (DRS), Intermediate, Expansion 5: Intro to written English: Complete Basic essay writing assignment 1

ESL: Intro to written English: semi-colons

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

MS Office: Using Word, Excel and Access together

Week 45

Customer Service: Customer Service: Entering data from phone calls

ESL: Developing Reading Skills (DRS), Intermediate, Expansion 5 cont.: Intro to written English: Basic writing assignment final

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

MS Office: Using Word, Excel and Access together



Training Plan 12 - Months Medical Office with ESL Assistance

Week 46

Customer Service: Customer Service: Entering data from phone calls
ESL: Developing Reading Skills (DRS), Intermediate, Expansion 5 cont.: Intro to written English: Basic writing assignment final
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

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

Week 48

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

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

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

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

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



Training Plan 12 - Months Medical Office with ESL Assistance

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