Six-Month General Office Training Plan

Individual Career Transitions

Objective: Upon earning a *certificate of completion*, participants will be capable of producing basic professional documents, handling simple databases, understanding data basics, and comfortably navigating digital tools, positioning them for successful entry into entry-level office positions. Our program is tailored for individuals seeking a career change, emphasizing adaptability to learning needs, through one-on-one instruction.

Key Features:
- **Adaptable Curriculum**: We adjust the sequence and duration based on the student's pace, ensuring a comfortable learning experience. Satisfactory progress must be maintained.
- **Flexible Enrollment**: Open-enrollment allows for continuous intake, though preferred timings might require initial adjustments.
- **Cost-Effective Learning**: For $8,400, students receive essential equipment, including a specially configured laptop.

Core Modules:
- **Microsoft Office**: Word, Excel, PowerPoint, Access, and Outlook.
- **Keyboarding & Ten Key**: Daily sessions using an online platform, aiming for 35 wpm in typing and 130 spm in 10-key.
- **Customer Service**: Boosts communication and problem-solving, navigate conflicts and manage time.
- **Job Search**: Resume, interview and resource navigation.

Equipment & Connectivity:
- **Laptops**: ICT-provided laptops are beginner-friendly, optimized for remote learning, with robust backup and safety features.
- **Additional Tools**: Packages may include secondary monitors, wireless sets, and ergonomic devices.
- **Internet Provisions**: We may cover home internet service costs, with certain conditions.

Weekly Breakdown:

Weeks 1-2: Introduction to Office Basics
- Basics of Keyboarding: Introduction to touch typing and building foundational speed.
- MS Word: Basics of document creation, editing, and saving.
- Digital Literacy: Introduction to operating systems and basic internet navigation.

Weeks 3-4: Building on Foundations
- Continued Keyboarding Practice: Reinforcing techniques and improving accuracy.
- MS Word: Introduction to formatting, creating business letters, and basic reports.
- Digital Literacy: Understanding file storage, organization, and safety online.

Weeks 5-6: Introduction to Data Management
- MS Excel: Introduction to spreadsheets, basic data entry, and simple formatting.
- MS Access: Basics of databases, understanding tables, and simple data entry.

Weeks 7-8: Enhancing Communication Skills
- MS Outlook: Creating contact lists, basic email etiquette, attaching files, and calendar scheduling.
- Customer Service Principles: Basics of communication, understanding customer needs, and problem-solving.
- MS Word: Continued practice with business letters and reports.

Weeks 9-10: Diving Deeper into Office Tools
- MS Excel: Introduction to basic formulas and creating simple charts.
- MS PowerPoint: Basics of creating presentations, adding text, and using templates.

Weeks 11-12: Practical Applications & Reinforcements
- MS Access: Continued practice with data entry, introduction to queries.
- File Management: Organizing files, creating folders, and understanding file paths.
- MS Word & Excel: Reinforcement exercises and practical tasks.

Weeks 13-14: Preparing for the Job Market
- Job Search Basics: Introduction to job boards, creating a basic resume, and understanding job descriptions.
- MS PowerPoint: Enhancing presentations, adding visuals, and basic slide transitions.
- Customer Service: Role-playing basic customer interactions and practicing phone etiquette.

Weeks 15-16: Review & Skill Refinement
- Comprehensive Review: Reinforcing skills across Word, Excel, Access, and PowerPoint.
- Practical Office Simulations: Simulated tasks combining multiple software tools.

Weeks 17-18: Mid-Course Assessments
- Mid-Course Project: A task that combines skills learned so far.
- Test 2: Assessment of skills learned in Weeks 1-16.

Weeks 19-20: Advanced Office Techniques
- Advanced MS Word: Document design, advanced formatting, and collaboration features.
- Advanced MS Excel: Data analysis, pivot tables, and advanced charting.

Weeks 21-22: Final Preparations
- Final Project: A comprehensive task combining all learned skills.
- Job Search Reinforcement: Mock interviews, tailoring cover letters, and feedback sessions.

Weeks 23-24: Final Assessments & Course Conclusion
- Review Sessions: Addressing any areas of difficulty and reinforcing knowledge.
- Final Test: Comprehensive assessment covering all course materials.
- Graduation: Celebrating the achievements and preparing students for their job search.