



Twelve-Month Accounting Technician Training Plan

Individual Career Transitions

Objective:

Upon earning a certificate of completion, participants will possess the foundational knowledge and practical skills in accounting principles, financial documentation, and modern accounting software, positioning them for successful entry into entry-level accounting technician roles. Our program is tailored for individuals seeking a career transition into the financial sector, emphasizing adaptability to individual learning needs through personalized 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 \$16,800, 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:

Week 1:

- Keyboarding/10-Key: Daily practice using the Mavis Teaches Typing Tutorial.
- Microsoft Office: Microsoft Word - Introduction to opening, editing, and saving documents.

Week 2-3:

- Microsoft Office: Microsoft Word - Focus on creating business letters and reports.

Week 4:

- Microsoft Office: Microsoft Outlook - Introduction to creating contact lists, using email, attaching files, and scheduling with the calendar.

Week 5:

- Accounting: Introduction to income statements and balance sheets.

Week 6:

- Microsoft Office: Microsoft Excel - Basics of opening documents, editing, and saving.

Week 7:

- Accounting: Understanding debits and credits, general journals, and ledgers.

Week 8:

- Microsoft Office: Introduction to Microsoft Windows basics and security.

Week 9-10:

- Microsoft Office: Microsoft Access - Data entry into multiple tables and understanding alphabetic filing rules.



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Week 11:

- Accounting: Delving into adjustments and closing entries.

Week 12:

- Microsoft Office: Microsoft Access - Comprehensive study of alphabetic filing rules, numeric filing rules, chronological filing, and subject filing.

Week 13:

- Microsoft Office: Microsoft Access - Final exam on filing.
- Accounting: Mid-term project focusing on journals, ledgers, adjustments, trial balances, and balance sheets.

Week 14-15:

- Microsoft Office: Microsoft Word - Advanced study on creating business letters, reports, setting tabs, margins, and indents.

Week 16:

- Microsoft Office: Microsoft Excel - Introduction to formulas and formatting.
- Accounting: Introduction to payroll, taxes, and bank reconciliation.

Week 17-18:

- Accounting: Introduction to QuickBooks - Setting up accounts, inventory, and working through Chapters 1-6 of the workbook.

Week 19:

- Microsoft Office: Microsoft Word - Continued practice on creating business letters and reports.
- Accounting: Introduction to QuickBooks - Working through Chapters 2-7 of the workbook.

Week 20:

- Microsoft Office: Microsoft Access - Introduction to forms and reports.
- Customer Service: Introduction to phone etiquette, answering calls, and interacting with customers.

Week 21:

- Accounting: QuickBooks - Working through Chapters 5-8 of the workbook.

Week 22:

- Microsoft Office: Microsoft Access - Introduction to queries and techniques for entering and correcting data in tables.
- Customer Service: Continued practice on phone etiquette with hands-on telephone practice.

Week 23:

- Accounting: Introduction to payroll, adding employees, and banking.
- Microsoft Office: Microsoft PowerPoint - Basics of creating presentations.

Week 24:

- Customer Service: Hands-on practice with entering data from phone calls.

Week 25-26:

- Accounting: Complete study of QuickBooks, focusing on Chapters 9-15.
- Microsoft Office: Internet - Techniques for using the internet for searches, sending materials, and downloading files.

Week 27:

- Microsoft Office: Integrating Microsoft Word, Excel, and Access.

Week 28-29:

- Accounting: Final projects for QuickBooks.
- Microsoft Office: Comprehensive review of Microsoft Office, including testing over all programs.

Week 30:



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- Job Search: Techniques for searching for jobs using the internet, and introduction to resume and cover letter development.

Week 31:

- Accounting: Gaining experience in an accounting office setting.

Week 32-34:

- Job Search: Continued practice with searching for jobs using the internet, and refining resumes and cover letters.

Week 35-52:

- Continued reinforcement of all learned modules, feedback sessions, and final assessments.