

# COMPUTERS & TECHNOLOGY

## The Career Training Center (CTC)



### Microsoft Office Applications Specialist

Master the complete Microsoft Office Suite 2013 (Word, Excel, Access and PowerPoint) beginning with basic concepts. Training includes webpage design using HTML and career development. Gain an understanding of:

- Microsoft Word: Create and enhance documents, process mail merge, insert bookmarks and hyperlinks, create tables of contents, and create a master document with subdocuments inserted.
- Microsoft Excel: Understand spreadsheet layout, develop basic to advanced formulas including IF and nested IF statements, payment functions, VLOOKUP, what IF analysis and Macros.
- Microsoft Access: Receive an introduction to the functions of database, including tables, query tables, forms, reports, Macros and switchboard. Learn about relational query tables and formulas.
- Microsoft PowerPoint: Become familiar with how to customize and animate presentations.
- Microsoft Outlook: Learn how to maintain schedules, navigate emails & organize contact lists.
- HTML: Develop, design and publish a webpage.

Textbook is included.

Total Program Length: 225 hours

Tuition: \$1,200 + general fee \$250 + lab fee \$700 + materials fee \$150. Total \$2,300

**CSTC 239-01** Monday-Friday, 9 a.m.-2:30 p.m., September 6-November 8

**CSTC 239-02** Monday-Friday, 9 a.m.-2:30 p.m., November 13-January 29, 2018

### Microsoft Office with Accounts Receivable and Accounts Payable

Prepare for workforce demands as you become proficient with Microsoft Office 2013 (Word, Excel, Access, PowerPoint and Outlook) as well as accounts receivable and accounts payable, using QuickBooks 2015. Gain an understanding of:

- Microsoft Word: Create, enhance and save documents.
- Microsoft Excel: Open workbooks, develop spreadsheets, create basic formulas including IF statements.
- Microsoft Access: Create databases, tables, queries, forms, & reports.
- Microsoft PowerPoint: Become familiar with how to customize and animate presentations.
- Microsoft Outlook: Learn how to maintain schedules, navigate emails & organize contact lists.
- Accounts Receivable, Accounts Payable and QuickBooks 2015: Learn about T accounts, accounts receivable, accounts payable, bank reconciliation and financial statements.

Textbook is included.

Total Program Length: 225 hours

Tuition: \$1,200 + general fee \$250 + lab fee \$700 + materials fee \$150. Total \$2,300

**CSTC 237-01** Monday-Friday, 9 a.m.-2:30 p.m., September 6-November 8

**CSTC 237-02** Monday-Friday, 9 a.m.-2:30 p.m., November 13-January 29, 2018



### Computerized Medical Office Program

Successfully complete this course and become qualified to begin a career as an entry-level medical office specialist. Topics include: Medical terminology with basic anatomy and physiology (covering all body systems); introduction to pharmacology; medical billing and insurance; law and ethics; ICD-10-CM and CPT4 coding; Medisoft medical billing/ accounting software, including appointment scheduling, basic office procedures and career development. Learn basic bookkeeping for the medical office using QuickBooks 2015. Prepare for workforce demands as you become proficient with Microsoft Office 2013 (Word, Excel, Access, and Outlook).

**Textbooks included.**

**Total Program Length:** 450 hours

**Tuition:** \$2,600 + general fee \$250 + lab fee \$800 + materials fee \$350. Total \$4,000

**CSTC 334-63** Monday- Friday, 9 a.m.-2:30 p.m.,  
September 6-January 29, 2018

**CSTC 334-64** Monday-Friday, 9 a.m.-2:30 p.m.,  
November 13-April 6, 2018

### Computerized Medical Office Assistant

Successfully complete this course and become qualified to begin a career as an entry-level medical office specialist. The program includes: Medical terminology with basic anatomy and physiology (covering all body systems); introduction to pharmacology; medical billing and insurance; law and ethics; ICD-10-CM and CPT4 coding; Medisoft medical billing/ accounting software program including appointment scheduling, basic office procedures and career development.

**Textbooks included.**

**Total Program Length:** 225 hours

**Tuition:** \$1,200 + general fee \$250 + lab fee \$600 + materials fee \$250. Total \$2,300

**CSTC 234-62** Monday-Friday, 9 a.m.-2:30 p.m.,  
September 6-November 8

**CSTC 234-63** Monday-Friday, 9 a.m.-2:30 p.m.,  
November 13-January 29, 2018

### Computerized Accounting Program

Learn accounting and bookkeeping principles. Topics include: Accounting terminology, accounts receivable and payable, transaction analysis, general journal and general ledger postings, financial statements, payroll and recording transactions. Gain comprehensive skills in computerized accounting procedures with QuickBooks 2015 and Sage 50 2016. Prepare for workforce demands and become proficient with Microsoft Office 2013 (Word, Excel, Access, PowerPoint and Outlook).

**Textbooks included.**

**Total Program Length:** 450 hours

**Tuition:** \$2,600 + general fee \$250 + lab fee \$800 + materials fee \$350. Total \$4,000

**CSTC 333-68** Monday-Friday, 9 a.m.-2:30 p.m.,  
September 6-January 29, 2018

**CSTC 333-69** Monday-Friday, 9 a.m.-2:30 p.m.,  
November 13-April 6, 2018

## NEW THIS FALL....

### Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program

- Improve your literacy and acquire the knowledge and skills you need to obtain/retain employment.
- Prepare to complete your secondary school education or an industry valued credential.
- Gain the necessary skills to become a partner in the education of your children.

You may be eligible for grant-funded courses in Adult Secondary Education and English Literacy/ Civics Education at no cost to you.

For more information and to find out if you qualify, contact the **MCC Career Training Center** at 732.906.4231.



## Computerized Accounting Systems

Learn accounting and bookkeeping principles. Topics include: Accounting terminology, accounts receivable and payable, transaction analysis, general journal and general ledger postings, financial statements, payroll and recording transactions. Acquire comprehensive skills in computerized accounting procedures with QuickBooks 2015 and Sage 50 2016.

Textbooks included.

**Total Program Length:** 225 hours

**Tuition:** \$1,200 + general fee \$250 + lab fee \$600 + materials fee \$250. Total \$2,300

**CSTC 233-66** Monday-Friday, 9 a.m.-2:30 p.m.,  
September 6-November 8

**CSTC 233-67** Monday-Friday, 9 a.m.-2:30 p.m.,  
November 13-January 29, 2018

## QuickBooks and Sage Applications with Microsoft Office

Gain comprehensive skills in computerized accounting procedures with QuickBooks 2015 and Sage 50 2016. Topics include creating a company, generating accounting reports, reconciling accounts, posting transactions and information, managing accounts receivable and payable, maintaining payroll information and processing checks, and preparing and analyzing financial reports. Prepare for workforce demands and become proficient with Microsoft Office 2013 (Word, Excel, Access, PowerPoint and Outlook).

Textbooks included.

**Total Program Length:** 375 hours

**Prerequisite:** Knowledge of accounting principles.

**Tuition:** \$1,900 + general fee \$200 + lab fee \$600 + materials fee \$300. Total \$3,000

**CSTC 433-08** Monday-Friday, 9 a.m.-2:30 p.m.,  
September 28-January 29, 2018

**CSTC 433-09** Monday-Friday, 9 a.m.-2:30 p.m.,  
December 7-April 6, 2018

## QuickBooks and Sage Applications

Gain comprehensive skills in computerized accounting procedures with QuickBooks 2015 and Sage 50 2016, including creating a company, generating accounting reports, reconciling accounts, posting transactions and information, managing accounts receivable and payable, maintaining payroll information and processing checks, and preparing and analyzing financial reports.

Textbooks included.

**Total Program Length:** 150 hours

**Prerequisite:** Knowledge of accounting principles.

**Tuition:** \$600 + general fee \$100 + lab fee \$500 + materials fee \$200. Total \$1,400

**CSTC 533-08** Monday-Friday, 9 a.m.-2:30 p.m.,  
September 28-November 8

**CSTC 533-09** Monday-Friday, 9 a.m.-2:30 p.m.,  
December 7-January 29, 2018