

# Training Futures 25-Week Curriculum

Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
<b>Level</b>	<b>Skill Building</b>								<b>Skill Intensification</b>								<b>Skill Expansion in Business Setting</b>			<b>Skill Marketing</b>					
<b>Business Communications</b>	Business English								Reading Comprehension, Writing and Listening Skills								<b>I N T E R N S H I P</b>	Resume And Interview Preparation		Job Fairs ----- Structured And Supported Job Search Techniques ----- Skill Drills					
	Toastmasters																								
<b>Keyboarding</b>	Keyboard Accuracy And Production Skills						Proofreading, Editing And Business Formats						Job Success Pyramid		J O B  S E A R C H										
<b>Office Procedures</b>	Professional Telephone Skills Customer Service			Records Management Alpha/Numeric Filing			Human Relations Skills																		
<b>Business Calculations</b>	10-key Calculator Keypad and Business Applications						Review of Business Math Procedures						Keyboarding and 10-key Speed and Accuracy Review												
<b>Medical Office Skills</b>	Medical Terminology, HIPAA confidentiality, Intro to Insurance, Billing and Coding.																								
<b>Professional Development</b>	Special Workshops and Presentations on Stress/Time Management, Business Ethics, Myers Briggs, Teamwork , Giving and Receiving Feedback, Office Politics, and Employer Expectations																								
<b>Computer Applications</b>	Microsoft 2003 (Word, Excel, PowerPoint, Outlook, Access) Internet (E-mail, Web)																								