

**One – 2– One Components Training
is offered in 2 locations:**



BOTH are on the bus line!



1137 Main Street - 2nd floor
East Hartford, CT 06108
(860) 282-2050



101 Pierpont Road
Waterbury, CT 06705
(860) 282-2050 (main)



One-2-One
means
each student works
with a **private**
instructor

An illustration showing a student and an instructor sitting at a desk with a computer monitor. The instructor is pointing at the screen while the student looks on.

One-2-One Components Training

A division of Goodwin College

Call (860) 282-2050

WIA-Approved Training Programs

One-2-One Components Training Administrative Office:

1137 Main Street 2nd floor
East Hartford, CT 06108
Phone: 860.282.2050
Fax: 860.290.5368
Email: one2onegoodwin@hotmail.com



**See back cover for our
2 convenient locations -
BOTH are on the bus**



Check us out online at:
http://www.goodwin.edu/one_2_one.asp

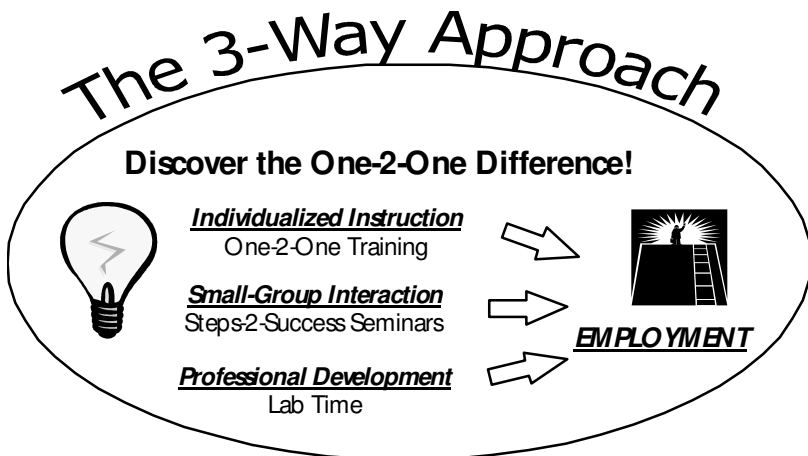
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Administrative Medical/Dental Office Professional

*This program is a good choice if you want to look for work in a **medical or dental office setting***

Skills Sets Needed to Pursue this Goal:

- Computer system foundations
- Keyboarding, data entry and use of business machines
- Understand and uphold HIPAA guidelines
- Greet patients and handle patient flow in the office
- Answer and triage telephone calls
- Schedule appointments (both manually and on the computer)
- Understand patient insurance and payments
- Post payments
- Maintain patient files (manual and computerized)
- Basic understanding of medical and dental terminology
- Business-related Internet skills

Prerequisites:

1+ years general office support experience; strong verbal communication skills, successfully passing entrance exam

\$4000 includes all books and supplies

Small Business Computerized Bookkeeping

*This program is a good choice if you want to look for work as a: **bookkeeper, assistant bookkeeper, accounts payable clerk, accounts receivable clerk or payroll clerk.***

Skills Sets Needed to Pursue this Goal:

- Office Etiquette
- Keyboarding,/data entry, business machines
- Design and modify business spreadsheets (Microsoft Excel)
- File management (manual and computerized)
- Business-related Internet skills
- Process and analyze business transactions *
- Classify information *
- Summarize and report financial information*

**skills taught manually and using Intuit QuickBooks Pro*

Prerequisites:

Strong mathematical skills; strong reading and verbal communication skills, successfully passing entrance exam

\$4000 includes all books and supplies

Length of Programs

**All programs consist of
176 clock hours:**

66 hours
One-2-One
Training

110 hours
Lab/Practice
time

Programs are 11 weeks long:

6 hours of One-2-One instruction each week

PLUS 10 hours Lab time each week

PLUS 4 hours Seminar time each week

**One-2-One
Components Training...
one + one = success**

Training Schedule

Students who attend daytime programs are typically scheduled for 6 hours of One-2-One instruction each week, for a total of 66 hours. If students are employed, we typically schedule only 4 hours of instructional time each week. Classes are generally scheduled in 2 or 3-hour blocks, twice or three times a week.

Students are **required** to attend all scheduled classes. Missed classes will not be rescheduled. If a class is not held due to school closure or teacher absence, that class will be added to the end of the program.

All students are **required** to complete at least 110 hours of lab (practice/study/homework) time during the course of their program. Students may complete lab time at school or at home. Lab facilities are made available to all students, on a first-come, first-served basis. Sign-up sheets are posted on a weekly basis, and students may sign up for lab time in two-hour blocks. Sign-up sheets reflect the exact hours of the available lab time.

Classes are scheduled all year long; students may begin their programs as soon as they are approved and can be matched with a suitable instructor. The One-2-One Components Training Division will be closed **ONLY** on the following dates through January 1, 2010:

Monday, January 19, 2009 (M. L. King Jr. Day)

Monday, May 25, 2009 (Memorial Day)

Monday, September 7, 2009 (Labor Day)

Thursday, November 26 - Friday, November 27, 2009
(Thanksgiving Recess)

Thursday, December 24, 2009 - Friday, January 1, 2010 (Winter Recess)

Customer Service/Office Skills

*This program is a good choice if you want to look for work as a: **customer service representative, customer support or service consultants.***

Skills Sets Needed to Pursue this Goal:

- Office etiquette
- Computer system foundations
- Keyboarding and data entry
- Copying, collating and faxing
- Filing (manual and computerized)
- Business-related Internet skills
- Prepare basic business documents (Microsoft Word)
- Prepare basic business spreadsheets (Microsoft Excel)
- Customer service/telephone skills

Prerequisites:

Strong verbal communication skills,
alphanumeric keying speed at least 20 wpm

\$4000 includes all books and supplies

Receptionist

*This program is a good choice if you want to look for work as a: **receptionist**.*

Skills Sets Needed to Pursue this Goal:

- Office etiquette (including organizational skills and the ability to multi-task and work without supervision)
- Excellent communication skills (both verbal and written)
- Copying, collating and faxing
- Keyboarding and data entry
- Prepare basic business documents (Microsoft Word)
- Prepare basic business spreadsheets (Microsoft Excel)
- Business-related Internet skills

Prerequisites:

Strong verbal communication skills

\$4000 includes all books and supplies

Special Features of One-2-One Training

- **Individualized instruction -**
you will work with the same private instructor throughout your entire training program
- **Personalized attention -**
you will work at the speed that is right for you
- never too fast or too slow
- **Rapid program completion -**
programs run approximately 11 weeks
- **Rapid start dates -**
classes start 50 out of 52 weeks a year
- start dates issued on a first-come, first-served basis after program approval
- **Job search assistance -**
work with Director Peter Travers on your resume, cover letters, interview skills and job search
- **Steps-2-Success Seminars -**
small groups focusing on life and career skills
necessary to return to the workforce

Steps-2-Success Seminar Series

It is highly recommended that students attend the **Step-2-Success** Seminars each week. These small-group seminars are offered two afternoons a week at our training facilities. Typically these seminars are led by one of our instructors.



Steps-2-Success Seminars will focus on topics such as: *Soft Skills, Setting Goals, Career & Life Planning, Interviewing, and Success on the Job*. These Seminars will help students to develop their confidence, communication and interviewing skills.

Steps-2-Success Seminar Series
A creation of One-2-One Components Training

Clerical/Administrative Office Support

This program is a good choice if you want to look for work as a: clerk, file clerk, records clerk, information clerk, clerical assistant or office assistant.

Skills Sets Needed to Pursue this Goal:

- Office etiquette
- Computer system foundations
- Keyboarding and data entry
- Copying, collating and faxing
- Filing (manual and computerized)
- Business-related Internet skills
- Prepare basic business documents (Microsoft Word)
- Prepare basic business spreadsheets (Microsoft Excel)

Prerequisites:

Basic reading and verbal communication skills

\$4000 includes all books and supplies