

**FREQUENTLY ASKED QUESTIONS FOR: SCHOOL VISIT / CONTACT CHECKLIST**

Please find below the answers to the questions for your school visit required by the Job Connection. Only the questions we can answer are listed below. Questions 14, 15, 16, 17, and remaining of question 20 must be completed on your form by you. Attached to this form is our job placement report. All schools are required to provide proof of job placement. In addition, T Byrd Computers provides two letters of reference from two employers who have hired our students. Any additional information needed, please call our company at: 609-484-9356.

<b>Name of School:</b>	The T. Byrd Training Center
<b>Web Site Address</b>	<a href="http://www.tbyrdcenter.com">www.tbyrdcenter.com</a>
<b>Phone #:</b>	(609) 484 – 9356
<b>School Representative:</b>	Veronica McCoy

1. Are there any prerequisites, skills, or equipment needed before starting the course?  
 All students must have a 9<sup>th</sup> grade reading and comprehension level to become a student  
 There are no other requirements.
2. What are the admissions requirements? 9<sup>th</sup> grade reading level
3. How long is the course? 450 hours or 16 weeks
4. What is the daily class schedule?
 

General Hours:	From <u>8:30</u> am to <u>3:30</u> pm	Monday through Thursday.
Tutoring:	From 3:30 pm to <u>4:00</u> pm	Monday through Thursday.
5. Will the schedule change during the course? No
6. Does the course have an internship or work-study program? No, our students obtain employment by the end of the training program.
7. Is the equipment the same or nearly the same, as the equipment you will use on the job? Nearly the Same
8. Will you be able to practice on the same equipment after classes? Yes, during the hours of 8:30am to 9:00 and 3:30pm to 4:00pm. Summer hours may be different.
9. Describe the school's placement assistance: (How do they help you get a job?)  
 You will be required to begin job search in week 10 as part of the course curriculum and your contract. We provide faxing and e-mailing services at no charge to the student daily for a total of six weeks during job search. Students who graduate from our program can utilize these services with no time limit.
10. About how much homework or study after class is necessary each day? 2 hours
11. How much does the program cost?
 

Medical Billing/Coding Technology Specialist	\$4985.00
Accounting and Quick Books Technology Specialist	\$4995.00
11. Will you have to pay any money yourself? THERE ARE NO OUT OF POCKET EXPENSES
13. How long has the school been in business? Since 1990
14. Is the school close to a bus route? YES Route: 509 \_\_\_Train Route: YES
15. Does the school have accommodating parking? \_\_\_X\_\_\_ \_\_\_no
16. What types of jobs have other students ended with and were the jobs training related?

See attached Job Placement Report on the reverse side of this form.

Hourly and/or yearly wages for prior students : \$10 -- \$15 per hour