

COF ONBOARDING

Week 1

9am CT/10am ET:

- Vaco Orientation & COF Team Engagement (1.5 hours)

Online Learning:

- [Financial Accounting Foundations](#) (2 hours)
- [Accounting Foundations: Internal Controls](#) (2 hours)

3pm CT/4pm ET:

- COF Team Check-In

MONDAY

9am CT/10am ET:

- COF Team Check-In & Capital One Project Orientation (1.5 hours)

Confidentiality & Fingerprinting Forms (1 hour)

Online Learning:

- [Financial Accounting Tips](#) (4 hours)

3pm CT/4pm ET:

- COF Team Check-In

TUESDAY

9am CT/10am ET:

- COF Team Check-In
- Capital One Project Expectations Presentation (1 hour)

Catch-up on any outstanding online training

3pm CT/4pm ET:

- COF Team Check-In

WEDNESDAY

9am CT/10am ET:

- COF Team Check-In

Online Learning:

- [Google Sheets Essential Training](#) (1.75 hours)
- [Corporate Financial Statements](#) (1.5 hours)
- [Balance Scorecards & Key Performance Indicators](#) (1.25 hours)

3pm CT/4pm ET:

- COF Team Check-In

THURSDAY

9am CT/10am ET:

- COF Team Check-In

Online Learning:

- [Google Sheets Pivot Tables](#) (1 hour)
- [Managing & Analyzing Data in Excel](#) (2.5 hours)

3pm CT/4pm ET:

- COF Team Check-In

FRIDAY