



# Workforce Investment Act Eligible Training Program

Provider Name: Community College of Rhode Island

Contract #: 5050-62

Address: \_\_\_\_\_  
400 East Avenue  
Warwick, RI 02886

Address if program is held at a another site: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Program Name: Computer Studies and Information Processing Certificate with a concentration in Office Automation

Office use only: ONET CODE \_\_\_\_\_

### CONTACT INFORMATION

Program Contact Person: Michael Kelly Phone: 401-825-2056 Fax: 401-825-2283 (Dept.)  
Email: kelly@ccri.edu Website: www.ccri.edu/comp

### Administrative Questions:

#### Course Outline/Topics to be Covered

This certificate program teaches students the many skills needed to function productively in a modern office. During the first semester, the student receives a strong foundation in English language skills and their application to the processing of words. During the second semester, the student employs the current software and hardware to record, code, sort, calculate, summarize, store and communicate information.

#### Required academic grade levels to enter program

Reading Grade Level college entry-level  
Math Grade Level college entry-level  
English Proficiency college entry-level

#### Required to enter training program

Physical  Yes  No  
Vaccinations  Yes  No  
Drug test  Yes  No  
BCI  Yes  No  
License  Yes  No  
Tools  Yes  No  
Experience  Yes  No  
Other :

#### MAY be required for employment

Physical  Yes  No  
Vaccinations  Yes  No  
Drug test  Yes  No  
BCI  Yes  No  
Certification  Yes  No  
License  Yes  No  
Tools  Yes  No  
Experience  Yes  No  
Other :

#### Participants will be qualified to seek employment in the following occupations:

- 1) Document Management 2) \_\_\_\_\_
- 3) \_\_\_\_\_ 4) \_\_\_\_\_

#### Is this program Pell grant eligible?

Yes  No

### PROGRAM COSTS:

TUITION INCLUDES:	
Tuition (Full-time)	\$4,566.00
Fees	
Books	\$2,000.00
Licensing	
Certificate fees	\$40.00
Other, provide explanation	lab fees
	\$350.00
<b>Total Tuition Cost</b>	<b>\$6,956.00</b>

These are expenses that <u>MAY</u> be reimbursed after successful completion of training.			
<i>Please indicate Yes, No or enter the amount</i>			
	YES	NO	AMOUNT
Books	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Licensing	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Tools	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Uniforms	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Travel	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Miscellaneous	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
<b>Total</b>			<b>\$0.00</b>

Participant is responsible for :	
Prerequisites	
Membership	
<b>Cost above tuition cap</b>	<b>\$1,456.00</b>
<b>Expenses that <u>MAY</u> be reimbursed</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$1,456.00</b>

Maximum ITA Responsibility (Max. \$5500)  
  
**\$5,500.00**

PROGRAM LENGTH Two Semesters, 620 hours (31 credits)  
Weeks and Hours and Additional Information

What type of certificate will be awarded and by whom?

Certificate in Computer Studies and Information Processing with a Concentration in Office Automation