For Office Use Only Approval Date: 7/13/2011

Rhode Island Department of Labor and Training

Workforce Investment Act Eligible Training Program

Provider Name: Bishop Keough High School

Contract #:4050- 38

Address:
145 Power Road
Pawtucket, RI 02860

Address if program is held at a another site:

Program Name: Microsoft Office for Beginners

Office use only: ONET CODE 43-9091

CONTACT INFORMATION

Program Contact Person: Susan Mansfield
Phone: 726-0335
Email: smansfield@bishopkeough.org
Fax: 726-0336
Website: bishopkeough.org

Course Outline/Topics to be Covered

Basic Computer - students will learn different aspects of the computer, operating procedures, file and folder management, use of the internet, management of internet e-mail accounts.
Microsoft Word - students will learn drafting, editing and formatting text, sharing documents, saving work (with back-up), creating files and folders, mail merge, use of clip art and the importing of graphics, and working with documents.
Microsoft Excel- Students will learn spreadsheets, manipulation of cells, entering and editing data, organizing and changing the appearance of spreadsheets (creating headers and footers, inserting graphics, creating tables and charts from data), worksheet formulas and function formulas, and terminology of Excel.
Microsoft Access - Students will learn database basics (opening and creating databases), manipulating data, creating and modifying forms, finding and ordering data, creating reports, integrating Access. Microsoft PowerPoint- class covering PowerPoint Basics (opening and viewing existing presentations, saving presentations, changing the view, printing), Creating and enhancing a PowerPoint presentation (design templates formatting, editing, use of multimedia, use of text, integration of tables and charts).

Required academic grade levels to enter program

Reading Grade Level	5th
Math Grade Level	5th
English Proficiency	Must be able to read, speak and comprehend spoken English

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) billing, cost, rate clerk
2) data entry
3) computer operators
4)

Is this program Pell grant eligible? ☐ Yes ☑ No

PROGRAM COSTS:

TUITION INCLUDES:

Tuition	$2,500.00
Fees	
Books	$160.00
Licensing	
Certificate fees	$250.00
Other, provide explanation	
Total Tuition Cost	**$2,910.00**

These are expenses that *MAY* be reimbursed after successful completion of training.

Please indicate Yes, No or enter the amount

	YES	NO	AMOUNT
Books	☐ Yes	☑ No	
Licensing	☐ Yes	☑ No	
Tools	☐ Yes	☑ No	
Uniforms	☐ Yes	☑ No	
Travel	☐ Yes	☑ No	
Miscellaneous	☐ Yes	☑ No	
		Total	**$0.00**

Participant is responsible for :

Prerequisites	
Memberships	
Cost above tuition cap	**$0.00**
Expenses that MAY be reimbursed	**$0.00**
Total	**$0.00**

Maximum ITA Responsibility (Max. $5500)

$2,910.00

PROGRAM LENGTH
Weeks and Hours and Additional Information

The complete program is 100 hours- Monday, Tuesday, Thursday 5:30 PM to 7:30 PM

What type of certificate will be awarded and by whom? Microsoft Office Specialist (MOS) by Certiport

DLT is an equal opportunity employer/program. Auxiliary aids & services are available upon request to individuals with disabilities. TDD (401) 462-8006