



Workforce Investment Act Eligible Training Program

Provider Name: Community College of Rhode Island

Contract #: 4050-

Address: 400 East Avenue
Warwick, RI 02886

Address if program is held at a another site:

Program Name: Office Automation Certificate

Office use only: ONET CODE 15-1099

CONTACT INFORMATION

Program Contact Person: Michael Kelly, Chair

Phone: 401-825-2056
Email: kelly@ccri.edu

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Website: www.ccri.edu/comp

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	\$4,000.00
Fees	\$420.00
Books	\$2,000.00
Licensing	
Certificate fees	\$40.00
Other, provide explanation	
Lab Fees	\$350.00

Total Tuition Cost \$6,810.00

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

Please indicate Yes, No or enter the amount

	YES	NO	AMOUNT
Books	<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		

Total \$0.00

Participant is responsible for :

Prerequisites	_____
Memberships	_____
_____	_____
_____	_____
_____	_____

Cost above tuition cap \$1,310.00

Expenses that MAY be reimbursed \$0.00

Total \$1,310.00

Maximum ITA Responsibility (Max. \$5500)

\$5,500.00

PROGRAM LENGTH

Weeks and Hours and

Additional Information

Two Semesters, 620 hours

What type of certificate will be awarded and by whom?

Office Automation Certificate, Community College of RI
VA Approved