



Workforce Investment Act Eligible Training Program

Provider Name: Community College of Rhode Island

Contract #: 4050- 62

Address:
1762 Louisquisset Pike
Lincoln, RI 02865

Address if program is held at a another site:

Program Name: Office Skills Training

Office use only: ONET CODE 43-6014

CONTACT INFORMATION

Program Contact Person:
Helen Bragger

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Website: www.ccri.edu/cwce

Course Outline/Topics to be Covered

- Computer basics: Internet Explorer, sending and receiving E-mail, Windows XP, and Office 2007 (Word, Excel, Access, and PowerPoint)
- Offices practices and procedures: Keyboarding at least 30 wpm, basic communications, filing business correspondence, tables, forms and reports, use of office equipment, including the photocopier, fax machine, telephone use, and mail handling
- Academic enrichment: Review of Business English, Math, and spelling of business terms.
- Job search: Development of a cover letter and resume, interview and application techniques.

Required academic grade levels to enter program

Reading Grade Level 7.9

Math Grade Level 7.9

English Proficiency 7.9

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 : Basic knowledge of keyboarding

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) Administrative Assistant 2) Data Entry
- 3) Receptionist 4) Office Clerk

Is this program Pell grant eligible?

Yes No

PROGRAM COSTS:

TUITION INCLUDES:

Tuition	<u>\$2,500.00</u>
Fees	_____
Books	_____
Licensing	_____
Certificate fees	_____
Other, provide explanation	_____
Certificate (graduation) fee	_____
Total Tuition Cost	\$2,500.00

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	\$0.00
Expenses that <u>MAY</u> be reimbursed	\$0.00
Total	\$0.00

Maximum ITA Responsibility (Max. \$5500)

\$2,500.00

PROGRAM LENGTH

Weeks and Hours and Additional Information

19 weeks, 427.5 hours, 9 am to 1 pm Monday-Friday

What type of certificate will be awarded and by whom?

CCRI Certificate