



Workforce Investment Act Eligible Training Program

Provider Name: Goodwill Industries of Rhode Island

Contract #: 4050-47

Address: 100 Houghton Street
Providence, RI 02904

Addresses if program is held at a another site:
1. _____
2. _____

Program Name: The Fundamentals of Computers

Office use only: ONET CODE 43-4171

CONTACT INFORMATION

Program Contact Person: Christine Yankee

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Course Outline/Topics to be Covered

The Fundamentals of Computers Training Program is a 10-week program that includes 200 hours of hands on instructional training. The course provides individuals with the fundamental computer skills needed to perform in a variety of occupations as well as to adapt to today's workplace technology. As part of the training students who wish to validate their computer skills can elect to test and receive an industry recognized certification(s) from The National Computer Science Academy. Each student has the opportunity to earn at least one and up to eight certificate(s) in:

1. Intermediate Microsoft Word
2. Microsoft Excel
3. Microsoft PowerPoint
4. Microsoft Outlook
5. Microsoft Access
6. Microsoft Publisher

Required academic grade levels to enter program

Reading Grade Level 8th

Math Grade Level 6th

English Proficiency Must be able to read and write in 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) Receptionist
- 2) Information Clerks
- 3) Office clerks
- 4) Administrative Assistant

Is this program Pell grant eligible?

Yes No

PROGRAM COSTS:

TUITION INCLUDES:

Tuition	\$3,000.00
Fees	
Books	
Licensing	
Certificate fees	
Other, provide explanation	
Job Development, Placement and Job Retention Services	\$1,800.00
Total Tuition Cost	\$4,800.00

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)

\$4,800.00

PROGRAM LENGTH

Weeks and Hours and Additional Information

The training is 10-weeks and/or 200 hours, which is a combination of 15 hours of instruction and 5 hours of lab work each week. The days and hours are very flexible, the schedule is determined once the student begins. The program hours are Monday - Friday 8:30a.m. - 4:00 p.m.

What type of certificate will be awarded and by whom?

Industry recognized certificate from The National Computer Science Academy