



Workforce Investment Act Eligible Training Program

Provider Name: New England Business Educational Systems

Contract #: 4050- 46

Address:
146 West Boylston Drive, Suite 301
Worcester, MA 01606

Address if program is held at a another site:
Other Location:
1) 3 Park Street, Rehoboth, MA 02769

Program Name: Bookkeeping-Certified

Office use only: ONET CODE 43-3031

CONTACT INFORMATION

Program Contact Person:
Russ Bedard, Owner

Phone: 508-244-4234
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Website: www.nebes.biz

Course Outline/Topics to be Covered

The program is full time with locations very close to Rhode Island. Topic areas included but are not limited to: accounting cycle, depreciation, payroll, adjusting entries, cash management, internal controls, inventory management, and computer training in Quickbooks and Microsoft Excel. There is a skill deficit in the area of finance and accounting in the area so there are lots of jobs to choose from after completing this program. Students will earn a National Certification in Bookkeeping that has real recognition in the job market. The Certificate comes with a formal designation, C.B. and is the highest designation available in the country for bookkeepers, the designation is similar to what a "CPA" is to accountants. Rehoboth location is 20 minutes away from Pawtucket and 30 minutes away from Providence. Woonsocket is 40 minutes away from both Rehoboth and Worcester locations.

Required academic grade levels to enter program

Reading Grade Level 8
Math Grade Level 8
English Proficiency 8

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) Bookkeeping
- 2) Accounting
- 3) G/L Accountant
- 4) A/R or A/P Clerk

Is this program Pell grant eligible?

Yes No

PROGRAM COSTS:

TUITION INCLUDES:

Tuition	\$6,000.00
Fees	
Books	
Licensing	
Certificate fees	
Other, provide explanation	
Total Tuition Cost	\$6,000.00

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	\$500.00
Expenses that <u>MAY</u> be reimbursed	\$0.00
Total	\$500.00

Maximum ITA Responsibility (Max. \$5500)

\$5,500.00

PROGRAM LENGTH
Weeks and Hours
and
Additional Information

program is 240 hours long. All costs are included in the tuition. Includes, live instruction, computer with software, all books, and testing fees. Call today if your serious about being a Certified Bookkeeper.

What type of certificate will be awarded and by whom?

AIPB Certified Bookkeeper