



Workforce Investment Act Eligible Training Program

Provider Name: New England Institute of Technology

Contract #: 4050-65

Address: 2500 Post Road
Warwick, RI 02886

Address if program is held at a another site:
1408 Division Road
East Greenwich, RI 02818

Program Name: Business Management Technology

Office use only: ONET CODE 43-4161

CONTACT INFORMATION

Program Contact Person: Pierre Morin
Director of Student Accounts

Phone: 401-739-5000
Email: pmorin@neit.edu

Fax: 401-739-5122
Website: www.neit.edu

Course Outline/Topics to be Covered

This program combines management theory, computer training, and communication skills essential for employment in business. Students learn management, marketing, and sales principles that are then applied to laboratory simulations. Hands-on training in integrated computer software includes spreadsheets, databases, presentation software and word processing and other computer applications include accounting, desktop publishing, and Internet navigation. Communication skills including writing and speaking are honed.

Required academic grade levels to enter program

Reading Grade Level 9th
Math Grade Level none
English Proficiency none

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) File Clerks
- 2) Human Resources Assistants
- 3) Secretaries

Is this program Pell grant eligible?

Yes No

PROGRAM COSTS:

TUITION INCLUDES:	
Tuition	\$37,650.00
Fees	\$2,840.00
Books	\$1,500.00
Licensing	
Certificate fees	
Other, provide explanation	
Total Tuition Cost	\$41,990.00

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	
none	
Cost above tuition cap	\$36,490.00
Expenses that <u>MAY</u> be reimbursed	\$0.00
Total	\$36,490.00

Maximum ITA Responsibility (Max. \$5500)
\$5,500.00

PROGRAM LENGTH

18 months
60 weeks

Weeks and Hours
and
Additional Information

What type of certificate will be awarded and by whom? Associate in Science Degree awarded by New England Institute of Technology