



# Workforce Investment Act Eligible Training Program

**Provider Name:** Rhode Island College (Outreach Programs)

**Contract #:** 4050- -11

**Address:**  
600 Mt. Pleasant Avenue  
East Campus, Bldg. 8  
Providence, RI 02908-1991

**Address if program is held at a another site:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Program Name:** Business Operations Specialist (Green)

Office use only: ONET CODE 19-4091

**CONTACT INFORMATION**

Program Contact Person:  
Jenifer Giroux, Director

Phone: 401-456-8698  
Email: jjgiroux@ric.edu

Fax: 401-456-8582  
Website: www.rc.edu/outreach

**Course Outline/Topics to be Covered**

The Green Business certification is offered as part of all our eligible vocational training programs as well as a stand alone. Students are trained on how to establish and run an eco-friendly office (electronic business communication, energy and water efficiency, conservation of paper goods, pollution prevention, etc.). The graduates have skills for working in a "green office". This training increases their employability. The employment statistics reflect students who were dually enrolled in one of our training programs and our green stand alone business training. Counseling and case management.

**Required academic grade levels to enter program**

Reading Grade Level 7-9th  
Math Grade Level 7-9th  
English Proficiency 7-9th

**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 : age 18 yrs.

**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 : age 18 yrs.

**Participants will be qualified to seek employment in the following occupations:**

- 1) Environmental technician
- 2) Environmental protection
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

**Is this program Pell grant eligible?**

Yes  No

**PROGRAM COSTS: \$495**

TUITION INCLUDES:	
Tuition	\$495.00
Fees	included
Books	included
Licensing	none
Certificate fees	none
Other, provide explanation	none
<b>Total Tuition Cost</b>	<b>\$495.00</b>

These are expenses that <u>MAY</u> be reimbursed after successful completion of training.			
<i>Please indicate Yes, No or enter the amount</i>			
	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	_____
<b>Total</b>			<b>\$0.00</b>

Participant is responsible for :	
Prerequisites	_____
Memberships	_____
_____	_____
_____	_____
_____	_____
<b>Cost above tuition cap</b>	<b>\$0.00</b>
<b>Expenses that <u>MAY</u> be reimbursed</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$0.00</b>

**Maximum ITA Responsibility (Max. \$5500)**  
  
**\$495.00**

**PROGRAM LENGTH**  
Weeks and Hours and  
**Additional Information**  
**12 weeks; class time - 24 hours; 2 hours a week**

**What type of certificate will be awarded and by whom?**

Rhode Island College Outreach Programs Certificate of Completion