For Office Use Only Approval Date:

Rhode Island Department of Labor and Training

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: Microsoft Office 2007 Fundamentals

Office use only: ONET CODE 43-4171

CONTACT INFORMATION

Program Contact Person: Dante Del Giudice, Interim Director and Associate Professor, Office of Continuing Education and Summer Sessions

Phone: 401-456-8698 Fax: 401-456-8582
Email: jgiroux@ric.edu Website: www.ric.edu/outreach

Course Outline/Topics to be Covered

Microsoft Office Fundamentals provides a basic command of the application (business letters, resumes, documents, spreadsheets and presentations, as well as navigating a database and tables and creating queries). The course includes Word 2007, Excel 2007, PowerPoint 2007, Access 2007, and Microsoft Integration 2007. An overview of enhancements available in Office 2010. Upon completion of the program, the students will be eligible for taking an intermediate course toward the Certificate Study: Microsoft Office 2007.

Required academic grade levels to enter program

Reading Grade Level	9th
Math Grade Level	9th
English Proficiency	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) Receptions Clerks 2) Information Clerks
3) 4)

Is this program Pell grant eligible? ☐ Yes ☑ No

PROGRAM COSTS: $300

TUITION INCLUDES:

Tuition	$300.00
Fees	included
Books	included
Licensing	none
Certificate fees	none
Other, provide explanation	none
Total Tuition Cost	**$300.00**

These are expenses that *MAY* be reimbursed after successful completion of training.

Please indicate Yes, No or enter the amount

	YES	NO	AMOUNT
Books	☐ Yes	☑ No	
Licensing	☐ Yes	☑ No	
Tools	☐ Yes	☑ No	
Uniforms	☐ Yes	☑ No	
Travel	☐ Yes	☑ No	
Miscellaneous	☐ Yes	☑ No	
		Total	**$0.00**

Participant is responsible for :

Prerequisites	
Memberships	
Cost above tuition cap	**$0.00**
Expenses that MAY be reimbursed	**$0.00**
Total	**$0.00**

Maximum ITA Responsibility (Max. $5500)

$300.00

PROGRAM LENGTH
Weeks and Hours and Additional Information

15 weeks; class time - 30 hours; other time including lab - 7.5 hours; 2.5 hours a week

What type of certificate will be awarded and by whom? Rhode Island College Office of Continuing Education Certificate of Completion

DLT is an equal opportunity employer/program. Auxiliary aids & services are available upon request to individuals with disabilities. TDD (401) 462-8006