



# 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 Intermediate

Office use only: ONET CODE 43-4171

### CONTACT INFORMATION

Program Contact Person: \_\_\_\_\_ Phone: 401-456-8698 Fax: 401-456-8582  
Email: [jgiroux@ric.edu](mailto:jgiroux@ric.edu) Website: [www.ric.edu/outreach](http://www.ric.edu/outreach)  
Dante Del Giudice, Interim Director and Associate Professor, Office of Continuing Education and Summer Studies

### Course Outline/Topics to be Covered

Microsoft Office Intermediate provides intermediate skills and knowledge of Microsoft Office 2007. Enrolling students should have basic skills of Microsoft Office. Upon completion of this course, they will be able to work with tables and MS Word, create computerized forms and work with mail merge, create charts in MS Excel, work with sorting, filtering and pivot tables, create master slides in MS PowerPoint, add action buttons to make the presentation interactive, work with MS Access creating a database with tables, forms, queries and reports. An overview of Office 2010 intermediate level enhancements and highlights is provided. Successful completion of Microsoft Office 2007 Fundamentals and Microsoft Office 2007 Intermediate will fulfill requirements for a Certificate of Continuing 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
<b>Total Tuition Cost</b>	<b>\$300.00</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)**  
  
**\$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