



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: TRABAC (Bookkeeping and Accounting)

Office use only: ONET CODE 43-3031

CONTACT INFORMATION

Program Contact Person:
Jenifer Giroux, Director

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

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

Course Outline/Topics to be Covered

TRABAC is a 24-week certificate program. Prepares for and gives the skills in manual and computerized (QuickBooks, Excel) accounting and bookkeeping functions: preparation and maintenance of ledgers, journals, adjusting and closing entries, basic financial statements, cash/banking procedures, payroll, accounts payable and receivable. Microsoft Office skills, Keyboarding, Financial Literacy, Oral Communications and Business Writing. A minimum 80-hour mandatory unpaid internship in an industry setting. Green Business certification. Attitudinal counseling and case management. Job placement assistance and support.

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) Bookkeeping clerks
- 2) Accounting clerks
- 3) Auditing clerks
- 4) _____

Is this program Pell grant eligible?

Yes No

PROGRAM COSTS: \$5,000

TUITION INCLUDES:	
Tuition	\$5,000.00
Fees	included
Books	included
Licensing	none
Certificate fees	none
Other, provide explanation	none
Total Tuition Cost	\$5,000.00

These are expenses that MAY be reimbursed after successful completion of training.		
<i>Please indicate Yes, No or enter the amount</i>		
	YES	NO
Books	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	AMOUNT
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	\$0.00
Expenses that MAY be reimbursed	\$0.00
Total	\$0.00

Maximum ITA Responsibility (Max. \$5500)

\$5,000.00

PROGRAM LENGTH
Weeks and Hours and
Additional Information
24 weeks; class time - 600 hours, mandatory internship and lab time - 120 hours; 5 days (Mo-Fri), 30 hours a week

What type of certificate will be awarded and by whom?

Rhode Island College Outreach Programs Certificate of Completion