



# 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:** TRAMA (Medical Assistants) + ESL and/or remediation

Office use only: ONET CODE 31-9092

### 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

TRAMA + ESL and/or remediation is a 30-week certificate program. Includes medical terminology, overview of third-party billing, clinical testing techniques, pharmaceuticals, ICD-9 and CPT coding, CPR and First Aid certification. Skills set: medical assisting, front desk procedures (reception and scheduling), office and computer skills. Microsoft Office skills, Keyboarding, Financial Literacy, Oral Communications and Business Writing. Math/English remedial skills. Computer Assisted English Language Learning (CAELL). A minimum 120-hour mandatory unpaid internship in a health care setting. Green Business certification. Attitudinal counseling and case management. Job placement assistance and support.

### Required academic grade levels to enter program

Reading Grade Level 7-9th  
Math Grade Level 7-9th  
English Proficiency 7th before ESL/remediation

### 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) Medical Assistants
- 2) Medical Receptionists
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

### Is this program Pell grant eligible?

Yes  No

### PROGRAM COSTS: \$5,500

TUITION INCLUDES:	
Tuition	\$5,500.00
Fees	included
Books	included
Licensing	none
Certificate fees	none
Other, provide explanation	none
<b>Total Tuition Cost</b>	<b>\$5,500.00</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)**  
  
**\$5,500.00**

**PROGRAM LENGTH**  
Weeks and Hours and  
**Additional Information**  
**30 weeks; class time - 720 hours, mandatory internship and lab time - 180 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