



Workforce Investment Act Eligible Training Program

Provider Name: Ridley-Lowell Business & Technical Institute

Contract #: 4050-43

Address: 470 Bank Street
New London, CT 06320

Addresses if program is held at a another site:
1. _____
2. _____

Program Name: Computerized Accounting Specialist

Office use only: ONET CODE 43-3031

CONTACT INFORMATION

Program Contact Person: Alicia Carroll

Phone: 860-443-7441
Email: nldirector@ridley.edu

Fax: 860-442-3096
Website: www.ridley.edu

Course Outline/Topics to be Covered

The accounting program provides training for entry-level accounting/bookkeeping positions, such as general bookkeeper, accounts receivable or accounts payable ledger clerk, payroll clerk, and others. Upon completion of this program, students will understand the accounting process and perform the journalizing of business transactions using the double-entry system. Students will be capable of completing the accounting cycle—trial balance, adjusting entries, worksheet, financial statement preparing, and the closing of books. Students will understand special journals—sales, purchases, accounts payable/receivable, cash disbursements, and cash receipts. Students will also understand the legislation related to payroll; learn how to calculate and keep payroll records, and make timely, accurate, federal deposits. This program has additional courses in Business Law, Economics, Computer Applications, Auditing, Quickbooks, and Taxes.

Required academic grade levels to enter program

Reading Grade Level n/a
Math Grade Level n/a
English Proficiency n/a

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 :

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 :

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

- 1) Bookkeeping, 2) Payroll and Timekeeping Cle
- 3) _____ 4) _____

Is this program Pell grant eligible?

Yes No

PROGRAM COSTS:

TUITION INCLUDES:

Tuition	\$12,975.00
Fees	\$525.00
Books	\$2,000.00
Licensing	
Certificate fees	
Other, provide explanation	
Total Tuition Cost	\$15,500.00

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

Please indicate Yes, No or enter the amount

	YES	NO	AMOUNT
Books	<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		
Total			\$0.00

Participant is responsible for :

Prerequisites	
Memberships	
Cost above tuition cap	\$10,000.00
Expenses that <u>MAY</u> be reimbursed	\$0.00
Total	\$10,000.00

Maximum ITA Responsibility (Max. \$5500)

\$5,500.00

PROGRAM LENGTH

Weeks and Hours and

Additional Information

900 hours, 36 weeks for day classes. 900 hours, 64 weeks for evening classes

What type of certificate will be awarded and by whom?

Diploma from Ridley-Lowell Business & Technical Institute