



Workforce Investment Act Eligible Training Program

Provider Name: Community College of Rhode Island

Contract #: 5050-62

Address: 1762 Louisquisett Pike
Lincoln, Rhode Island 02865

Address if program is held at a another site:

Program Name: Computers and Microsoft Excel, Access, and PowerPoint 2013

Office use only: ONET CODE 43-9060

CONTACT INFORMATION

Program Contact Person: Denise Choiniere

Phone: (401) 333-7286
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Course Outline/Topics to be Covered

You will learn the essentials of spreadsheet design, to analyze data using Excel, edit and format worksheets, use functions, set print options and add visual elements such as charts. You will also work with multiple worksheets, tables, and other file formats. In Access, you will learn to develop or maintain the fundamentals of an Access database, manage field properties in a table, create tables and relationships and create queries, forms, and reports. You will also learn to summarize and calculate data in forms and reports. In PowerPoint you will learn how to create and deliver presentations. Learn how to edit and enhance slides such as working with slide layouts, themes, animation and transitions. You will learn to customize a presentation by adding graphics, diagrams, word art, clip art, and sound. After each application you will learn to integrate between programs.

Required academic grade levels to enter program

Reading Grade Level 7.9
Math Grade Level 7.9
English Proficiency 7.9

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) Administrative Assistant 2) Data Entry
- 3) Receptionist 4) Office Clerk

Is this program Pell grant eligible? Yes No

PROGRAM COSTS:

TUITION INCLUDES:	
Tuition	\$1,200.00
Fees	
Books	\$156.00
Licensing	
Certificate fees	
Other, provide explanation	
Total Tuition Cost	\$1,356.00

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		
Total			\$0.00

Participant is responsible for :	
Prerequisites	
Memberships	
Cost above tuition cap	\$0.00
Expenses that <u>MAY</u> be reimbursed	\$0.00
Total	\$0.00

Maximum ITA Responsibility (Max. \$5500)

\$1,356.00

PROGRAM LENGTH
Weeks and Hours and
Additional Information
12 weeks, 192 hours, Monday through Thursday from 9 am - 1 pm

What type of certificate will be awarded and by whom?

Certificate of Completion by Community College of Rhode Island, Center for Workforce and Community Education