



# 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:** Computer Keyboarding and Microsoft Word 2013

Office use only: ONET CODE 43-9060

### CONTACT INFORMATION

Program Contact Person:  
Denise Choiniere

Phone: (401) 333-7286  
Email: dchoiniere1@ccri.edu

Fax: (401) 333-7237  
Website: http://www.ccri.edu/cwce

### Course Outline/Topics to be Covered

This program consists of computer based keyboarding (finger placement, basic computer parts, typing speed and accuracy along with basic office correspondence), and Microsoft Word 2013 level 1 which includes: Editing and Formatting Documents (preparing documents, formatting characters and paragraphs, customizing paragraphs, and formatting pages) and Enhancing and Customizing Documents (applying formatting and inserting objects, maintaining documents, creating tables and Smart Art, and merging documents).

### 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	\$64.00
Licensing	
Certificate fees	
Other, provide explanation	
<b>Total Tuition Cost</b>	<b>\$1,264.00</b>

#### 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		
<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)**

**\$1,264.00**

### 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