



Workforce Investment Act Eligible Training Program

Provider Name: Rhode Island College (Outreach Programs)

Contract #: 5050-11

Address:

Address if program is held at a another site:

600 Mt. Pleasant Avenue
East Campus, Bldg. 8
Providence, RI 02908-1991

Program Name: Bookkeeping and Accounting Clerk (TRABAC)

Office use only: ONET CODE

CONTACT INFORMATION

Program Contact Person: Jenifer Giroux Phone: 401-456-8698 Fax: 401-456-8582
Email: jgiroux@ric.edu Website: www.ricoutreach.org

Course Outline/Topics to be Covered

TRABAC is a 24-week certificate program which prepares and gives students skills in manual and computerized (QuickBooks, Excel) accounting and bookkeeping functions, including the following: preparation and maintenance of ledgers, journals, adjusting and closing entries, basic financial statements, cash/banking procedures, payroll, accounts payable and receivable. Curriculum also encompasses Microsoft Office skills, keyboarding, financial literacy, oral communications and business writing. A minimum 80-hour mandatory unpaid internship in an industry setting is included as is green business certification. Soft skills instruction includes workplace social media instruction, attitudinal counseling, and effective communication. Case management services and job search, placement assistance and support provided.

Required academic grade levels to enter program

Reading Grade Level 7
Math Grade Level 7
English Proficiency _____

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, Accounting,
- 2) _____
- 3) _____
- 4) _____

Is this program Pell grant eligible?

Yes No

PROGRAM COSTS:

TUITION INCLUDES:

Tuition \$5,000.00
Fees inc
Books inc
Licensing N/A
Certificate fees inc
Other, provide explanation _____

Total Tuition Cost \$5,000.00

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 type="checkbox"/> No	_____
Licensing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Tools	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Uniforms	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Travel	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Miscellaneous	<input type="checkbox"/> Yes	<input 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 week program 30 hours per week 600 classroom hours, 40 lab hours, 80 internship hours TOTAL: 720 hours

What type of certificate will be awarded and by whom?

Certificate of Completion as a Bookkeeping and Accounting Clerk from I