



Call Now for Enrollment Details & Program Start Dates!

Bookkeeping and Accounting Clerk Training Program PLUS



Ask about our other Programs!

Call (401) 456-4754 today!

In Addition to ESOL and Remediation Classes, our comprehensive certificate programs include:

Individual learning plans, job skills course, tutoring, and case managers.

Computerized Accounting: QuickBooks Database and Spreadsheets

This certificate program is designed to get you employed in the Bookkeeping & Accounting field.

The Plus Program includes:

- English for speakers of other languages; (ESOL or ESL).
- Remediation services for speaking, reading, writing, and general English language comprehension.

Comprehensive Training Includes:

- English for speakers of other languages ESOL or ESL.
- Financial literacy workshops
- Business Writing
- Computer Skills: Microsoft Office
- Business math
- General office skills and soft skills
- Employability skills: resumes, cover-letters, job searching, mock interviews
- Individual counseling with a case manager
- We emphasize a positive and empowering attitude to help guide our student's career path.
- Individual Plan and Goals Established for Each Student

Program Schedule:

Monday-Friday, 9 a.m. until 3 p.m.

- Training: 900 hours (30 hours per week for 30 weeks)

Includes:

- Internship: minimum of 120 hours

Who is Eligible?

- Applicants 18 years or older, who have a high school diploma or equivalent.
- Unemployed, underemployed, and dislocated workers.
- Students who are motivated to learn new skills and secure employment.
- You may qualify for state agency grants to help with tuition!

Call or email today - classes starting!

Outreach Programs at Rhode Island College

(401) 456-8698

Email: outreachprograms@ric.edu
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600 Mt. Pleasant Ave.
Providence, RI 02908



Outreach Programs
RHODE ISLAND COLLEGE



On the Web: www.ricoutreach.org