



Call now for Enrollment Details & Program Start Dates!

Bookkeeping and Accounting Clerk Training Program



Ask about
our other
programs!

Train to become a
**Bookkeeping & Accounting
Clerk. Start your career
path with a valuable skill
and great pay!**

Call 456-8698 or email outreachprograms@ric.edu to
make an appointment. Get started today!

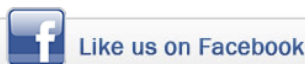
RIC Outreach Programs are available to qualified students in need of training and employment, including clients of the Rhode Island Department of Labor & Training (DLT), the Department of Human Services Family Independence Program (DHS), and the Office of Rehabilitative Services (ORS). Other potential funding may apply.

Call or email today - classes starting!

Outreach Programs at Rhode Island College
(401) 456-8698

Email: outreachprograms@ric.edu
Building 8 • East Campus
600 Mt. Pleasant Ave.
Providence, RI 02908

On the web: www.ricoutreach.org



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

Comprehensive training includes:

- Introduction to Bookkeeping & Accounting: Including introduction to payroll procedures, and electronic spreadsheet applications.
- Financial Literacy.
- Business Math, Computerized Accounting, and QuickBooks.
- Business writing and communication skills.
- Office skills and keyboarding competency.
- Computer Skills: Microsoft Office includes: Excel, Word, and PowerPoint.
- Internet, digital literacy and workplace social media instruction.
- Life-coping skills.
- Independent learning plans.
- Employability skills: resumes, cover letters, job searching and mock interviews.
- Individual employment counseling with our case manager.
- We emphasize a positive and empowering attitude to help guide our student's career path.

Program Schedule:

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

- Training: 720 hours total
(30 hours per week for 24 weeks)

Includes:

- 12 week internship: minimum of 120 hours.

Who is Eligible?

- Applicants who are 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!