



Bookkeeping and Accounting Clerk Training Program



The Bookkeeping and Accounting certificate program teaches skills in manual and computerized accounting and bookkeeping functions, including preparation and maintenance of ledgers, journals, and adjusting closing entries, basic financial statements, cash and banking procedures, payroll, and accounts payable and receivable.

Please call to discuss financial options:

RIC Outreach Programs are available to qualified students in need of training and employment, including clients of the Rhode Island Department of Labor and Training (DLT), the Department of Human Services Family Independence Program (DHS), and the Office of Rehabilitative Services (ORS). Other potential funding sources may apply. Workforce and Innovation Opportunity Act funded training may be provided only to individuals who qualify for the program, and only if funds are available.

Call or email today—classes starting!

Outreach Programs at Rhode Island College

(401)456-8698

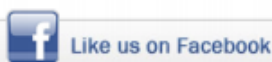
Email: outreachprograms@ric.edu

Building 8 · East Campus

600 Mt. Pleasant Ave.

Providence, RI 02908

On the Web: www.ricoutreachprograms.org



Comprehensive Training in:

- Manual and computerized accounting procedures includes extensive training in QuickBooks and Excel accounting programs
- Business writing and communication skills
- Northstar computer literacy certification
- Microsoft Office and typing skills
- Work readiness skills include: business etiquette, cover letters, resumes, job search techniques, mock interviews, job placement and reference assistance
- A 120-hour minimum internship will get you real work experience and well prepared to enter the workforce
- Financial literacy seminar
- Food and Nutrition Education seminar
- Independent learning plans
- Individual counseling and job coaching
- Case management and tutoring

Program Schedule:

Monday-Friday, 9am - 3pm

Includes 720 training hours (30hrs/week for 24 weeks) 120 hour minimum internship

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

All course materials included with tuition.