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RWU's School of Continuing Studies Launching Four Career Pathways Programs on Oct. 1

Programs at Providence campus range from Business Office Technology to Computers & Cybersecurity



September 17, 2018 | By Public Affairs

PROVIDENCE – The Roger Williams University School of Continuing Studies is launching four Career Pathways programs on Oct. 1 at RWU's Providence campus.

The school's Center for Workforce & Professional Development is offering the programs in: Business Office Technology, Introduction to Computers & Cybersecurity, Production Planning & Design, and Legal Assistant.

The programs provide hands-on training for entry-level careers, Microsoft Office specialist training and certification and career-readiness skill development. Each program includes a four-week internship and job search assistance with various employers and industries throughout the state.

"We are pleased to be offering these in-demand Career Pathway programs for anyone who needs to gain the skills and certifications required to enter their chosen field," RWU School of Continuing Studies Dean Jamie E. Scurry said. "The programs are designed to get people out of the classroom and into the field quickly, prepared to excel in their career."

The Business Office Technology program provides hands-on training that will cover a variety of office skills, software and technology that will help prepare students for a career in an administrative or office operations role across industries. Students will receive computer skill training and Microsoft Office (Word, PowerPoint, Access, and Excel) and QuickBooks instruction. This program also offers an introduction to basic accounting principles, basic computer troubleshooting, data analysis, payroll, scanner, copier, fax and other office equipment.

The Introduction to Computers & Cybersecurity program offers an opportunity to pursue an entry-level career in the cybersecurity field, with the potential to grow as a cybersecurity professional. This course will cover a variety of modules designed to introduce the student to the basics of cybersecurity and build on existing knowledge of computers, networks and the Internet.

The Production Planning & Design program covers a variety of skills to help prospective workers and employment or advance an existing career in the manufacturing or service industries. The manufacturing industry offers job opportunities in hundreds of occupations, with roughly half in production.

The Legal Assistant training program is designed to help students acquire the knowledge, skills and work habits employers seek when hiring legal secretaries and/or legal assistants. The program examines the foundation, organization and structure of the American legal system with an emphasis on the careers available in the legal profession through an exploration of the roles and responsibilities in the legal field. Students will learn the professional and ethical practices needed to succeed as a legal support professional. This course will include practice files, customized video tutorials and instruction on E-filing.

Financing is available for each program to people that qualify based on four options. If approved, the first three options would cover the entire cost of the program:

1. Tech Force Grant (Business Office Technology 12-week program only). To qualify, you must you have been unemployed for at least 27 weeks; eligible to work in Rhode Island; have a GED or high school diploma; be 18 years or older; have proof of legal authorization to work in the United States.
2. Ability to Benefit Pell Grant: If you do not have a GED or high school diploma but are working toward obtaining your GED in an approved program, you can apply for a federal Pell Grant.
3. Workforce Investment Opportunity Act: If you are unemployed, you may apply for a WIOA training grant through the Rhode Island Department of Labor.
4. Self-pay payment plan: You can make arrangements with RWU's financial aid department to make a payment plan.

For more information, go to <https://scs.rwu.edu/cspprograms> or contact John Freer at (401) 254-3555 or jfreer@rwu.edu.

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