For Office Use Only	Approval Date:	10/1/2014

Rhode Island Department of Labor and Training

Workforce Investment Act Eligible Training Program

Provider Name: AGORA CAREER ACADEMY

Contract #:5050-29

Address:
24 CORLIS STREET #6801
PROVIDENCE, RI 02940

Address if program is held at a another site:
244 WEYBOSETT STREET, 3RD FLR.
PROVIDENCE, RI 20903

Program Name: Computers and Microsoft Word, Excel and PowerPoint

Office use only: ONET CODE 43-3061

CONTACT INFORMATION

Program Contact Person: Beatriz Ortiz
Phone: 401-757-0401
Email: agoracareeracademy@gmail.com
Fax: 888-510-0373
Website:

Course Outline/Topics to be Covered

Students with little or no computer experience will receive training in the Windows operating system, troubleshooting techniques, keyboarding,word processing, spreadsheets, presentations, Internet security, e-mail etiquette, and working in the cloud.

More advanced students will focus on more advanced skills in Word, Excel or PowerPoint.

All students will be trained to obtain at least two MOS (Microsoft Office Specialist) certifications.

All students will receive intensive job readiness training that lead to several outcomes, including an updated resume, a cover letter template and the skills to re-use it for a variety of jobs, increased skills and confidence to engage in phone and in-person interviews, and the development of skills needed to search Internet job boards and to complete applications online.

ESL students will receive assistance with their listening and reading comprehension skills.

Required academic grade levels to enter program

Reading Grade Level	6
Math Grade Level	6
English Proficiency	5 or 220 CASAS

Required to enter training program

	Yes	No
Physical	☐	☑
Vaccinations	☐	☑
Drug test	☐	☑
BCI	☐	☑
License	☐	☑
Tools	☐	☑
Experience	☐	☑

Other : Access to a computer and to the Internet, either at home or at a public library, is strongly recommended.

MAY be required for employment

	Yes	No
Physical	☐	☑
Vaccinations	☐	☑
Drug test	☐	☑
BCI	☐	☑
Certification	☐	☑
License	☐	☑
Tools	☐	☑
Experience	☐	☑

Other :

Participants will be qualified to seek employment in the following occupations:

1) Eligibility Interviewer
2) Office Administration
3) Procurement Clerk
4) Receptionist

Is this program Pell grant eligible? ☐ Yes ☑ No

PROGRAM COSTS:

TUITION INCLUDES:

Tuition	$8,250.00
Fees	
Books	
Licensing	
Certificate fees	
Other, provide explanation	
Total Tuition Cost	**$8,250.00**

These are expenses that *MAY* be reimbursed after successful completion of training.

Please indicate Yes, No or enter the amount

	YES	NO	AMOUNT
Books	☐ Yes	☑ No	
Licensing	☐ Yes	☑ No	
Tools	☐ Yes	☑ No	
Uniforms	☐ Yes	☑ No	
Travel	☐ Yes	☑ No	
Miscellaneous	☐ Yes	☑ No	
		Total	**$0.00**

Participant is responsible for :

Prerequisites	
Memberships	
Cost above tuition cap	**$2,750.00**
Expenses that MAY be reimbursed	**$0.00**
Total	**$2,750.00**

Maximum ITA Responsibility (Max. $5500)

$5,500.00

PROGRAM LENGTH
Weeks and Hours and Additional Information

22 weeks, 440 hours.

What type of certificate will be awarded and by whom?

Certificate of Completion by Agora Career Academy & MOS certification by Micosoft

DLT is an equal opportunity employer/program. Auxiliary aids & services are available upon request to individuals with disabilities. TDD (401) 462-8006