



Workforce Investment Act Eligible Training Program

Provider Name: Tailor-Made Training

Contract #5050 -32

Address:
15 Barnes Street
Greenville, RI 02828

Address if program is held at a another site:
Training is held at libraries throughout Rhode Island.
Training is set up by the trainer at locations that are
convenient to the student's home.

Program Name: Professional Office Administration

Office use only: ONET CODE

CONTACT INFORMATION

Program Contact Person:
Joyce A. Perry, President

Phone: 401-300-9418
Email: tailormadetraining@cox.net

Fax: 401-349-0308
Website: www.tailor-madetraining.co

Course Outline/Topics to be Covered

Introduction to Computer
Microsoft Word
Microsoft Excel
Microsoft PowerPoint
Microsoft Access
Microsoft Outlook
Office Systems & Procedures
Business English
Keyboarding
Career Development
Our unique approach to learning consists of allowing the client to learn today's most essential computer programs and office skills. All clients complete hands-on assignments to learn how to create professional documents relative to their particular interest or career path.

Required academic grade levels to enter program

Reading Grade Level 8th or better
Math Grade Level 8th or better
English Proficiency 8th or better

Required to enter training program

Yes No
Physical
 Yes No
Vaccinations
 Yes No
Drug test
 Yes No
BCI
 Yes No
License
 Yes No
Tools
 Yes No
Experience
Other :

MAY be required for employment

Yes No
Physical
 Yes No
Vaccinations
 Yes No
Drug test
 Yes No
BCI
 Yes No
Certification
 Yes No
License
 Yes No
Tools
 Yes No
Experience
 Yes No
Other :

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

- 1) administrative assistants
- 2) clerk
- 3) receptionist
- 4) office administration assistar

Is this program Pell grant eligible?

Yes No

PROGRAM COSTS:

TUITION INCLUDES:	
Tuition	\$5,350.00
Fees	\$0.00
Books	\$0.00
Licensing	\$0.00
Certificate fees	\$150.00
Other, provide explanation	\$0.00
Total Tuition Cost	\$5,500.00

These are expenses that <u>MAY</u> be reimbursed after successful completion of training.			
<i>Please indicate Yes, No or enter the amount</i>			
	YES	NO	AMOUNT
Books	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	\$0.00
Licensing	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	\$0.00
Tools	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	\$0.00
Uniforms	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	\$0.00
Travel	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	\$0.00
Miscellaneous	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	\$0.00
Total			\$0.00

Participant is responsible for :	
Prerequisites	_____
Memberships	_____
_____	_____
_____	_____
_____	_____
Cost above tuition cap	\$0.00
Expenses that <u>MAY</u> be reimbursed	\$0.00
Total	\$0.00

Maximum ITA Responsibility (Max. \$5500)

\$5,500.00

PROGRAM LENGTH
Weeks and Hours
and
Additional Information

This 110-hour course trains clients on what they need to learn to be successful as an administrative assistant. Each client will create a professional portfolio that can be used on a interview. Instruction is conducted in a library most convenient to the client so travel time is kept to a minimum and class time is maximized. Convenient scheduling times are tailored to our client's schedule to fit in with work and family life.

What type of certificate will be awarded and by whom?

- 1. Certificate of Achievement by Tailor-Made Training
- 2. MOS certification through Certiport upon successful completion of MOS certification exam