



Workforce Investment Act Eligible Training Program

Provider Name: Agora Career Academy

Contract #: 4050- -29

Address:
Stanley Executive Building
190 Broad Street, Suite 1 East
Providence, RI 02903

Address if program is held at a another site:

Program Name: Office Computer Skills, ESL & Job Readiness II

Office use only: ONET CODE 43-4199

CONTACT INFORMATION

Program Contact Person:
Beatriz Ortiz

Phone: 401-935-7204
Email: agoracareeracademy@gmail.com

Fax: 888-510-0373
Website: _____

Course Outline/Topics to be Covered

Our "Prepárate" curriculum offers a 26-week course that will help participants to:
1) Develop strong computing skills in areas ranging from basic computing to intermediate skills in Microsoft Office 2007, including Word, Excel, PowerPoint and Outlook;
2) Feel confident in their ability to communicate in English by increasing office and computer related vocabulary and by improving pronunciation;
3) Be successful in the work force through especially designed activities where students consistently learn and practice the skills needed to obtain and keep a job.

Required academic grade levels to enter program

Reading Grade Level 7th
Math Grade Level 7th
English Proficiency 200 CASAS score

Required to enter training program

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

MAY be required for employment

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) Admin. Assistants
- 2) Receptionists & Info. Clerks
- 3) Data Entry Keyers
- 4) General Office Clerks

Is this program Pell grant eligible?

Yes No

PROGRAM COSTS:

TUITION INCLUDES:

Tuition	\$7,800.00
Fees	_____
Books	_____
Licensing	_____
Certificate fees	\$120.00
Other, provide explanation (USB headphones, Flash Drives)	\$200.00
Total Tuition Cost	\$8,120.00

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

Please indicate Yes, No or enter the amount

	YES	NO	AMOUNT
Books	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		_____
Licensing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		_____
Tools	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		_____
Uniforms	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		_____
Travel	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		_____
Miscellaneous	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		_____
Total			\$0.00

Participant is responsible for :

Prerequisites	_____
Memberships	_____
_____	_____
_____	_____
Cost above tuition cap	\$2,620.00
Expenses that <u>MAY</u> be reimbursed	\$0.00
Total	\$2,620.00

Maximum ITA Responsibility (Max. \$5500)

\$5,500.00

PROGRAM LENGTH

Weeks and Hours and Additional Information

20 hours per week for 26 weeks=520 hours
Classes are held Monday - Thursday, 9 AM - 2 PM & 4 - 9 PM
Classes start approximately every 3 months. Please call to inquire about next starting date.

What type of certificate will be awarded and by whom?

Microsoft Office Specialist awarded by MS-Approved Testing Ctr.