For Office Use Only	Approval Date:	7/1/2011

Rhode Island Department of Labor and Training

Workforce Investment Act Eligible Training Program

School Name: Community College of Rhode Island

Address:
1762 Louisquisset Pike
Lincoln, RI 02865
Attn: Mary Parrillo

Address if program is held at a another site:

Program Name: Administrative Professional w/ MOS Training (Online)

CONTACT INFORMATION

Program Contact Person:	Phone:	333-7333	Fax:	333-7237
Cindy Pennacchia	Email:	cpennacchia@ccri.edu	Website:	www.ccri.edu/cwce/career

Course Outline/Topics to be Covered

This nationally recognized Administrative Professional with Microsoft Office Specialist online course and training program teaches the skills that students must acquire to be successful as an Administrative Professional using the Microsoft Office suite of programs. Students receive training on the most popular Microsoft Office 2003 programs including Word, Excel, Access, Power Point, and Outlook. An introduction to QuickBooks is also provided.

Required academic grade levels to enter program

Reading Grade Level	TABE, Level 7D - 9.0
Math Grade Level	TABE, Level 7D - 9.0
English Proficiency	TABE, Level 7D - 9.0

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) Secretary
2) Executive Secretary
3) Office Clerk, General
4)

Is this program Pell grant eligible? ☐ Yes ☑ No

PROGRAM COSTS:

TUITION INCLUDES:

Tuition	$2,295.00
Fees	included
Books	included
Licensing	NA
Certificate fees	NA
Other, provide explanation	
Total Tuition Cost	**$2,295.00**

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	
Certification*	☑ Yes	☐ No	$250.00

* one testing per certification will only be paid for Word and Excel

Total **$250.00**

Participant is responsible for :

Prerequisites	
Memberships	
Cost above tuition cap	**$0.00**
Expenses that MAY be reimbursed	**$250.00**

Total **$250.00**

Maximum ITA Responsibilty (Max. $5500)

$2,295.00

PROGRAM LENGTH
Weeks and Hours and Additional Information

320 hours/open entry-open exit as this is an online program. Upon completion, participant is prepared to take the Microsoft Office Specialist 2007 Certification Exams

What type of certificate will be awarded and by whom?

Certificate of Completion by Community College of Rhode Island, Center for Workforce and Community Education

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