



# Workforce Investment Act Eligible Training Program

**Provider Name:** Community College of Rhode Island

**Contract #:** 4050-62

**Address:**  
400 East Avenue  
Warwick, RI 02886  
 \_\_\_\_\_  
 \_\_\_\_\_

**Address if program is held at a another site:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Program Name:** Legal Office Administration Certificate

Office use only: ONET CODE 43-6012

**CONTACT INFORMATION**

Program Contact Person: Teresa Squizzero, Chairperson Phone: 401-825-2155 Fax: 401-825-2283 OFTD Dept  
 Email: tsquizzero@ccri.edu Website: www.ccr.edu/oftd

**Course Outline/Topics to be Covered**

The Legal Office Assistant Certificate Program is designed specifically for students interested in acquiring the skills needed for entry-level legal administrative support positions in the least amount of time. These office environments offer rewarding career opportunities for graduates of this program are expected to remain constant. Students who successfully complete this program have a background in legal terminology, Microsoft Office applications, and language skills. In their last semester, students are given the opportunity to work in a local legal office. All credits earned in this certificate program may be applied to the Legal Administrative Assistant Degree Program

**Required academic grade levels to enter program**

Reading Grade Level 9  
 Math Grade Level 9  
 English Proficiency Grade 9

**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 : \* High School Graduate or GED  
 \* Must be able to type at a minimum rate of 25 net words per minute or take additional semester to complete.

**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) Legal Secretaries 2) Legal Support Workers  
 3) \_\_\_\_\_ 4) \_\_\_\_\_

**Is this program Pell grant eligible?**

Yes  No

**PROGRAM COSTS:**

TUITION INCLUDES:	
Tuition	\$4,000.00
Fees	\$420.00
Books	\$1,600.00
Licensing	
Certificate fees	\$40.00
Other, provide explanation	
Lab Fees	\$90.00
<b>Total Tuition Cost</b>	<b>\$6,150.00</b>

**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		
<b>Total</b>			<b>\$0.00</b>

**Participant is responsible for :**

Prerequisites	
Memberships	
<b>Cost above tuition cap</b>	<b>\$650.00</b>
<b>Expenses that MAY be reimbursed</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$650.00</b>

**Maximum ITA Responsibility (Max. \$5500)**  
 \_\_\_\_\_  
**\$5,500.00**

**PROGRAM LENGTH**  
 Weeks and Hours  
 and  
**Additional Information**

**Two semester course; 14 - 19 credits per semester. Must be able to type at a minimum rate of 25 net words per minute or take additional semester to complete.**

**What type of certificate will be awarded and by whom?**

Legal Office Administration Certificate, Community College of RI  
 VA Approved