



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: Office Administration Certificate

Office use only: ONET CODE 43-9022

CONTACT INFORMATION

Program Contact Person:
Teresa Squizzero, Chairperson

Phone: 401-825-2155
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Fax: 401-825-2283 OFTD Dept
Website: www.ccr.edu/oftd

Course Outline/Topics to be Covered

The Office Administration certificate program is designed to prepare students for entry level administrative office positions, such as word processor, office assistant, clerk typist, and receptionist. Students who successfully complete the program will have a background in such areas as word processing, accounting, transcription, and language arts skills. Job growth for this career should result in plentiful opportunities for the graduates of this program. All credit in the program are fully transferable to any of the department associate degree programs.

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 :

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) Word Processing
- 2) Typists
- 3) Office Clerks, General
- 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

Total Tuition Cost \$6,150.00

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 \$650.00

Expenses that MAY be reimbursed \$0.00

Total \$650.00

Maximum ITA Responsibility (Max. \$5500)

\$5,500.00

PROGRAM LENGTH

Weeks and Hours and

Additional Information

Program is 585 hours; 2 semesters; 14-16 credits per semester

What type of certificate will be awarded and by whom?

Office Administration Certificate, Community College of RI