



# Workforce Investment Act Eligible Training Program

Provider Name: Health Care Training Services, Inc.

Contract #: 4050-45

Address: 657 Quarry Street  
Fall River, MA 02723

Addresses if program is held at a another site:  
1. \_\_\_\_\_  
2. \_\_\_\_\_

Program Name: Administrative Assistant

Office use only: ONET CODE 43-6014

### CONTACT INFORMATION

Program Contact Person: Doug Leigh

Phone: 508-672-6800  
Email: dleigh@hctschool.com

Fax: 508-672-2866  
Website: www.hctschool.com

### Course Outline/Topics to be Covered

Completion of this 496-hour certificate program will prepare the participant to work in a variety of office positions. This is an open entry class. Please see one of our training specialists to arrange your schedule. Course work includes Microsoft Office 2003 & Computer Basics Book 1, Microsoft Office 2003 & Computer Basics Book 2, Introduction to Keyboarding, Typing, Business Writing, Office Procedures, Telephone Communications, Internship and Career preparation skills.

### Required academic grade levels to enter program

Reading Grade Level 8th

Math Grade Level 8th

English Proficiency 8th

### 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
- HS Diploma/GED & Min Age 18

### 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) Data Entry
- 3) Receptionist
- 4) Office Assistant

### Is this program Pell grant eligible?

Yes  No

### PROGRAM COSTS:

#### TUITION INCLUDES:

Tuition	\$3,501.00
Fees	\$50.00
Books	\$449.00
Licensing	
Certificate fees	
Other, provide explanation	
<b>Total Tuition Cost</b>	<b>\$4,000.00</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 type="checkbox"/> No		
Licensing RI	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Tools	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Uniforms	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Travel	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Miscellaneous	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Total</b>			<b>\$0.00</b>

#### Participant is responsible for :

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

### Maximum ITA Responsibility (Max. \$5500)

**\$4,000.00**

### PROGRAM LENGTH

Weeks and Hours and

### Additional Information

Open Enrollment every Monday. Monday - Friday class 8:30 - 12:30. Students usually complete the program in approx. 6 months.

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

Certificate from School