



Workforce Investment Act Eligible Training Program

Provider Name: New Horizons of Rhode Island

Contract #: 4050- 44

Address:
315 Iron Horse Way, Suite 102
(off 555 Valley St.)
Providence, RI 02908

Address if program is held at a another site:

Program Name: Office Administration (W3052)

Office use only: ONET CODE 43-4171

CONTACT INFORMATION

Program Contact Person:
Pat Elston

Phone: 401-633-3215
Email: pelston@nhrhodeisland.com

Fax: 401-432-7240
Website: nhrhodeisland.com

Course Outline/Topics to be Covered

Technical Courses
Personal Computer Fundamentals
Windows Fundamentals
Microsoft Word - Levels 1,2&3
Microsoft Excel - Levels 1,2&3
Microsoft PowerPoint - Levels 1&2
Microsoft Outlook - Levels 1,2&3

Business Skills Courses
Business Communications
Keyboarding - Levels 1& 2

This program includes all courseware, practice exams and certification exams.

Required academic grade levels to enter program

Reading Grade Level GED, High School or 8.0

Math Grade Level GED, High School or 8.0

English Proficiency GED, High School or 8.0

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) Office Administration
- 2) Executive Administration
- 3) Receptionist
- 4) _____

Is this program Pell grant eligible?

Yes No

PROGRAM COSTS:

TUITION INCLUDES:

Tuition	\$5,100.00
Fees	
Books	\$400.00
Licensing	
Certificate fees	Included
Other, provide explanation	
Total Tuition Cost	\$5,500.00

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	\$0.00
Expenses that <u>MAY</u> be reimbursed	\$0.00
Total	\$0.00

Maximum ITA Responsibility (Max. \$5500)

\$5,500.00

PROGRAM LENGTH

Weeks and Hours and

Additional Information

12 weeks. Hours are Monday - Friday, AM Session 8:30AM-12:30PM and PM Session 12:30PM - 4:30PM. Students set their own session schedule, please contact Pat Elston for details.

What type of certificate will be awarded and by whom?

New Horizons Certificate of Completion, MCAS Certification in Word, Excel Powerpoint, and Outlook (Upon Successful Completion of Exams)