



# Workforce Investment Act Eligible Training Program

**Provider Name:** Ridley-Lowell Business & Technical Institute

**Contract #:** 4050-43

**Address:**  
470 Bank Street  
New London, CT 06320  
\_\_\_\_\_  
\_\_\_\_\_

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

**Program Name:** Legal Administrative Assistant

Office use only: ONET CODE 23-2011

### CONTACT INFORMATION

Program Contact Person:  
Alicia Carroll

Phone: 860-443-7441  
Email: nldirector@ridley.edu

Fax: 860-442-3096  
Website: www.ridley.edu

### Course Outline/Topics to be Covered

This program includes word processing and computer skills. Students will receive a well-rounded working knowledge of the computer programs such as: Microsoft Word, Excel, PowerPoint, Outlook, Access, and Publisher. In addition to the information processing courses, the student will gain knowledge applicable to today's business world.

Students will learn legal terminology and will develop familiarity with spoken legal terms. They will have experience working with the most common legal reports and will become adept at legal machine transcription. These skills are reinforced by the use of a practice set, which gives students the opportunity to perform basic legal secretarial activities including the formatting of legal papers.

### Required academic grade levels to enter program

Reading Grade Level n/a

Math Grade Level n/a

English Proficiency n/a

### 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) Paralegals and Legal
- 2) \_\_\_\_\_
- 3) Legal Secretaries
- 4) \_\_\_\_\_

### Is this program Pell grant eligible?

Yes  No

### PROGRAM COSTS:

#### TUITION INCLUDES:

Tuition	\$12,975.00
Fees	\$525.00
Books	\$2,000.00
Licensing	_____
Certificate fees	_____
Other, provide explanation	_____
<b>Total Tuition Cost</b>	<b>\$15,500.00</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>\$10,000.00</b>
<b>Expenses that <u>MAY</u> be reimbursed</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$10,000.00</b>

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

**\$5,500.00**

### PROGRAM LENGTH

Weeks and Hours and

### Additional Information

**900 hours, 36 weeks for day classes. 900 hours, 64 weeks for evening classes**

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

Diploma from Ridley-Lowell Business & Technical Institute