



Workforce Investment Act Eligible Training Program

Provider Name: Sawyer School

Contract #: 4050-68

Address:

101 Main Street
Pawtucket, RI 02860

Addresses if program is held at a another site:

1. 101 Main Street 2. 550 Hartford Avenue
Pawtucket, RI 02860 Providence, RI 02909

Program Name: Office Information Systems

Office use only: ONET CODE 43-6014

CONTACT INFORMATION

Program Contact Person:
Elisa T. Russell

Phone: 401-272-8400
Email: elisa.russell@sawyer.edu

Fax: 401-725-1564
Website: www.sawyer.edu

Course Outline/Topics to be Covered

Office Information Systems Program--MicroSoft Office: Word, Excel, PowerPoint, Access; Accounting; Quickbooks; Introduction to Business; Business Math; Business Management and Entrepreneurship; Interpersonal Skills; Interviewing Skills

Required academic grade levels to enter program

Reading Grade Level 10
Math Grade Level 10
English Proficiency All classes are taught in English

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) Secretary
- 2) Bookkeeper
- 3) Word Processor
- 4) Customer Service

Is this program Pell grant eligible?

Yes No

PROGRAM COSTS:

TUITION INCLUDES:

Tuition	\$20,695.00
Fees	\$105.00
Books	
Licensing	
Certificate fees	
Other, provide explanation	

Total Tuition Cost \$20,800.00

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"/> Ye	<input checked="" type="checkbox"/> No	
Licensing	<input type="checkbox"/> Ye	<input checked="" type="checkbox"/> No	
Tools	<input type="checkbox"/> Ye	<input checked="" type="checkbox"/> No	
Uniforms	<input type="checkbox"/> Ye	<input checked="" type="checkbox"/> No	
Travel	<input type="checkbox"/> Ye	<input checked="" type="checkbox"/> No	
Miscellaneous	<input type="checkbox"/> Ye	<input checked="" type="checkbox"/> No	

Total \$0.00

Participant is responsible for :

Prerequisites	
Memberships	
Cost above tuition cap	\$15,300.00
Expenses that <u>MAY</u> be reimbursed	\$0.00

Total \$15,300.00

Maximum ITA Responsibility (Max. \$5500)

\$5,500.00

PROGRAM LENGTH

Weeks and Hours and

Additional Information

**54 weeks; Monday through Thursday and sometimes Friday
Makeup Days; AM Session is 9:00 a.m. to 2:00 p.m.; PM Session is 5:30 p.m. to 10:30 p.m.**

What type of certificate will be awarded and by whom?

Certification of Achievement awarded by the Sawyer School Proprietary School with Title IV Funding