



Workforce Investment Act Eligible Training Program

Provider Name: Tailor-Made Training
Address: 15 Barnes Street
 Greenville, RI 02828

Contract #: 4050-32
Address if program is held at a another site:
 Training is completed at libraries throughout RI.
 Training is set up by trainer at locations that are convenient to the student's home.

Program Name: Professional Office Administration Certificate

Office use only: ONET CODE 43-4171

CONTACT INFORMATION

Program Contact Person: Joyce Perry
 Phone: 401-300-9418 Fax: 401-349-0308
 Email: tailormadetraining@cox.net Website: N/A

Course Outline/Topics to be Covered

Introduction to Computers
 Microsoft Word
 Microsoft Excel
 Microsoft PowerPoint
 Microsoft Access
 Microsoft Outlook
 Office Systems & Procedures
 Business English
 Keyboarding
 Career Development
 Our unique approach to learning consists of allowing the client to learn today's most essential computer programs and office skills. All clients complete hands-on assignments to learn how to create professional documents relative to their particular interest or career path.

Required academic grade levels to enter program

Reading Grade Level 8th grade or better
 Math Grade Level 8th grade or better
 English Proficiency 8th grade or better

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) Clerk
- 3) Receptionist
- 4) Administrative Assistant

Is this program Pell grant eligible? Yes No

PROGRAM COSTS:

| TUITION INCLUDES: | |
|----------------------------|-------------------|
| Tuition | \$5,350.00 |
| Fees | \$0.00 |
| Books - FREE | \$0.00 |
| Licensing | \$0.00 |
| Certificate fees | \$150.00 |
| Other, provide explanation | \$0.00 |
| Total Tuition Cost | \$5,500.00 |

| These are expenses that <u>MAY</u> 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
 This 110-hour course trains clients on what they need to learn to be successful in their chosen industry. Each client will create a professional portfolio that can be used on an interview to showcase the skills acquired. Instruction is conducted in a library most convenient to the client so that travel time is kept to a minimum and class time is maximized. Convenient scheduling times are tailored to our client's schedule to fit in with work and family life.

What type of certificate will be awarded and by whom?

1. Certificate of Achievement from Tailor-Made Training
2. Certificate of Achievement for MOS certification through Certiport.
 - Certificate awarded upon successful completion of the MOS certification exam