



# Workforce Investment Act Eligible Training Program

Provider Name: AGORA CAREER ACADEMY

Contract #: 5050-29

Address: 24 CORLIS STREET #6801  
PROVIDENCE, RI 02940

Address if program is held at a another site:  
244 WEYBOSETT STREET, 3RD FLR.  
PROVIDENCE, RI 20903

Program Name: Productivity Tools for the Office Assistant

Office use only: ONET CODE 43-3061

### CONTACT INFORMATION

Program Contact Person: Beatriz Ortiz

Phone: 401-757-0401  
Email: agoracareeracademy@gmail.com

Fax: 888-510-0373  
Website: \_\_\_\_\_

### Course Outline/Topics to be Covered

Students with little or no computer experience will receive training in the Windows operating system, troubleshooting techniques, keyboarding, word processing, spreadsheets, presentations, databases, Internet security, e-mail etiquette, and working in the cloud.

More advanced students will focus on more advanced skills in Word, Excel, PowerPoint or Access. These students will also receive training in business writing.

All students will be trained to obtain at least three MOS (Microsoft Office Specialist) certifications.

All students will receive intensive job readiness training that lead to several outcomes, including an updated resume, a cover letter template and the skills to re-use it for a variety of jobs, increased skills and confidence to engage in phone and in-person interviews, and the development of skills needed to search Internet job boards and to complete applications online.

ESL students will receive assistance with their listening and reading comprehension skills.

### Required academic grade levels to enter program

Reading Grade Level 6

Math Grade Level 6

English Proficiency 5 or 220 CASAS

### 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 : Access to a computer and to the Internet, either at home or at a public library, is strongly recommended.

### 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) Eligibility Interviewer
- 2) Office Administration
- 3) Procurement Clerk
- 4) \_\_\_\_\_

Is this program Pell grant eligible?  Yes  No

### PROGRAM COSTS:

TUITION INCLUDES:	
Tuition	\$10,800.00
Fees	_____
Books	_____
Licensing	_____
Certificate fees	_____
Other, provide explanation	_____
_____	_____
_____	_____
<b>Total Tuition Cost</b>	<b>\$10,800.00</b>

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		_____
_____			_____
_____			_____
<b>Total</b>			<b>\$0.00</b>

Participant is responsible for :	
Prerequisites	_____
Memberships	_____
_____	_____
_____	_____
_____	_____
Cost above tuition cap	<b>\$5,300.00</b>
Expenses that <u>MAY</u> be reimbursed	<b>\$0.00</b>
<b>Total</b>	<b>\$5,300.00</b>

Maximum ITA Responsibility (Max. \$5500)  
  
**\$5,500.00**

**PROGRAM LENGTH** 34 weeks, 700 hours.  
Weeks and Hours and Additional Information

What type of certificate will be awarded and by whom?

Certificate of Completion by Agora Career Academy & MOS certification by Microsoft