



Workforce Investment Act Eligible Training Program

Provider Name: Community College of Rhode Island

Contract #: 5050-62

Address: 400 East Avenue
Warwick, RI 02886

Address if program is held at a another site:

Program Name: Certificate in Administrative Office Technology with a Legal Office Assistant Concentration

Office use only: ONET CODE 43-6012

CONTACT INFORMATION

Program Contact Person:
Sarah Cichon, Chairperson

Phone: 401-825-2061
Email: socichon@ccri.edu

Fax: 401-825-2283 OFTD Dept
Website: www.ccri.edu/oftd

Administrative Questions:

Course Outline/Topics to be Covered

The Legal Office Assistant Certificate program is designed specifically for students interested in acquiring the skills needed for entry-level legal administrative support positions in the least amount of time. These office environments offer rewarding career opportunities for graduates of this program are expected to remain constant. Students who successfully complete this program have a background in legal terminology, Microsoft Office applications, and language skills. In their last semester, students are given the opportunity to work in a local legal office. All credits earned in this certificate program may be applied to the Legal Administrative Assistant Degree Program.

Required academic grade levels to enter program

Reading Grade Level Grade 9
Math Grade Level Grade 9
English Proficiency Grade 9

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) Legal Secretaries 2) Legal Support Workers
3) _____ 4) _____

Is this program Pell grant eligible?

Yes No

PROGRAM COSTS:

TUITION INCLUDES:

Tuition (Part-time)	\$6,480.00
Fees	\$865.00
Books	\$2,000.00
Licensing	
Certificate fees	\$40.00
Other, provide explanation	
Placement Test	\$40.00
Total Tuition Cost	\$9,425.00

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	_____
Membership	_____
_____	_____
_____	_____
Cost above tuition cap	\$3,925.00
Expenses that <u>MAY</u> be reimbursed	\$0.00
Total	\$3,925.00

Maximum ITA Responsibility (Max. \$5500)

\$5,500.00

PROGRAM LENGTH

Weeks and Hours and

Part-time 90 weeks, 540 hours

Additional Information

What type of certificate will be awarded and by whom?

Certificate in Administrative Office Technology with a Legal Office Assistant Concentration