



# Workforce Investment Act Eligible Training Program

School Name: Coastal Career Academy

Contract #: 5050-76

Address:

288 Plymouth Ave  
Fall River, MA 02721

Address if program is held at a another site:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Program Name: Administrative Assistant

### CONTACT INFORMATION

Program Contact Person:  
Debra L. Gomes RN

Phone: (508)536-5366  
Email: [debgomes@comcast.net](mailto:debgomes@comcast.net)

Fax: (508)762-1470

### Course Outline/Topics to be Covered

Students receive 738 hours of instruction including externship in Microsoft Office 2013 applications, Business writing, Business Math, Keyboarding, Telephone Communications, Customer Service Skills, etc. This program is an open enrollment every Monday. Class hours Monday through Thursday 9am-2pm

### Required academic grade levels to enter program

Reading Grade Level \_\_\_\_\_ GED/HS Diploma  
Math Grade Level \_\_\_\_\_ GED/HS Diploma  
English Proficiency \_\_\_\_\_ GED/HS Diploma

### 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) Administrative Assistant
- 2) Receptionist
- 3) Secretary
- 4) Office Assistant

### Is this program Pell grant eligible?

Yes  No

### PROGRAM COSTS:

TUITION INCLUDES:	
Tuition	\$5,100.00
Fees	\$450.00
Books	\$407.00
Licensing	
Certificate fees	
Other, provide explanation	\$20.00
Uniforms	
<b>Total Tuition Cost</b>	<b>\$5,977.00</b>

These are expenses that <u>MAY</u> be reimbursed after successful completion of training.			
<i>Please indicate Yes, No or enter the amount</i>			
	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	
** if not covered by tuition			
<b>Total</b>			<b>\$0.00</b>

Participant is responsible for :	
Prerequisites	
Memberships	
<b>Cost above tuition cap</b>	<b>\$477.00</b>
<b>Expenses that <u>MAY</u> be reimbursed</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$477.00</b>

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

Additional Information Class hours Monday through Thursday 9am-2pm

What type of certificate will be awarded and by whom?

Microsoft Certificate & Certificate of Completion by Coastal Career Ac