



# Workforce Investment Act Eligible Training Program

**Provider Name:** Roger Williams University - Providence Campus

**Contract #** #5050 -92

**Address:**  
One Empire Street  
Providence, RI 02903  
Attn: School of Continuing Studies

**Address if program is held at a another site:**  
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\_\_\_\_\_  
\_\_\_\_\_

**Program Name:** Legal Assistant

Office use only: ONET CODE 43-6012

### CONTACT INFORMATION

Program Contact Person:  
Adriana Dawson

Phone: 401 - 254-5218  
Email: adawson@rwu.edu

Fax: 401 - 254 - 3560  
Website: scs.rwu.edu

### Course Outline/Topics to be Covered

The program examines the foundation, organization and structure of the American legal system with an emphasis on the careers available in the legal profession through an exploration of the roles and responsibilities in the legal field. Students will learn the professional and ethical practices needed to succeed as a legal support professional. In addition, students will receive computer skill training. This course will include practice files, customized video tutorials, instruction on E-filing, and hands on support by the instructor and other dedicated staff.

### Required academic grade levels to enter program

Reading Grade Level 8th  
Math Grade Level 8th  
English Proficiency N/A

### 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 Secretary
- 2) Court/Municipal Clerk
- 3) Insurance/Claims Clerk
- 4) Policy & Processing Asst.

### Is this program Pell grant eligible?

Yes  No

### PROGRAM COSTS:

#### TUITION INCLUDES:

Tuition	\$4,500.00
Fees	
Books	\$250.00
Licensing	
Certificate fees	
Other, provide explanation	
<b>Total Tuition Cost</b>	<b>\$4,750.00</b>

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

#### Participant is responsible for :

Prerequisites	N/A
Memberships	
<b>Cost above tuition cap</b>	<b>\$0.00</b>
<b>Expenses that <u>MAY</u> be reimbursed</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$0.00</b>

### Maximum ITA Responsibility (Max. \$5500)

**\$4,750.00**

### PROGRAM LENGTH

Weeks and Hours and Additional Information

The program is 160 classroom hours over 8 weeks (20 hours a week). The schedule will be Mon-Fri 9:15 am - 1:15 pm. The class also includes the MOS Word Certification exam at the end of the program. Classes will be held at Roger Williams University - Providence Campus. Parking will be validated.

### What type of certificate will be awarded and by whom?

Legal Assistant Certificate by Roger Williams University