

# Information Packet

## Office Systems



### *Adult & Community Education Columbus City Schools*

CCS Mission Statement: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

ACE Vision Statement: The Department of Adult and Community Education will provide the quality education that all students need for successful living in the 21<sup>st</sup> century.

Additional copies of these forms are available at [www.cpsadulted.org](http://www.cpsadulted.org) or in our Customer Services office at 2323 Lexington Avenue in Columbus, 614.365.6000, extension 241.

*The Columbus City Schools' Department of Adult & Community Education is accredited by the North Central Association Commission on Accreditation and School Improvement (NCA CASI).*



# Adult & Community Education Columbus City Schools

Web: [cpsadulted.org](http://cpsadulted.org)

2323 Lexington Avenue  
Columbus, Ohio 43211

## Adult Workforce Education

Phone: 614.365.6000

Fax: 614.365.6458

Computer Technology	x240
Customized Services	x242
Financial Aid	x244
Health Occupations	x234
Registration	x238
Trades	x240

## Adult Basic and Literacy Education (ABLE)

GED and Adult Literacy

614.365.5245

English for Speakers  
of Other Languages (ESOL)  
614.365.6468

## Project Connect

Education of Homeless  
Children and Youth

614.365.5140



Columbus City Schools Mission  
Statement:

Each student is highly educated,  
prepared for leadership and  
service, and empowered for  
success as a citizen in a global  
community.

Columbus City Schools does not  
discriminate because of race, color,  
national origin, religion, sex or  
handicap with regard to admission,  
access, treatment or employment.  
This policy is applicable in all district  
programs and activities.

Dear Prospective **Office Systems** Student:

Thank you for expressing an interest in the Office Systems program at the Columbus City Schools' Department of Adult & Community Education. It is our pleasure to provide you with the information you need to make informed choices about your education and career.

Our full-time, comprehensive program will give you the technical skills and training needed to secure employment in the industry. It is my pleasure to provide you with this packet of information that will guide you through the application and admissions process.

The employment outlook for Office Systems specialist is steady. The Ohio Department of Job and Family Services reports that these specialist positions are expected to grow in Ohio over the next six years. For more details on labor market information, please visit [www.lmi.state.oh.us](http://www.lmi.state.oh.us).

Included in this packet is detailed information about how to obtain financial aid and apply for the class. Please read each page carefully. Should you have questions after reading the enclosed information, please visit our website at [www.cpsadulted.org](http://www.cpsadulted.org), or contact me by e-mail at [PNewsome1827@columbus.k12.oh.us](mailto:PNewsome1827@columbus.k12.oh.us), or by phone at 614.365.6000 (Ext. 242).

On behalf of the Department of Adult & Community Education, we appreciate your interest and look forward to working with you in the future.

Sincerely,

*Pam Newsome*

Pam Newsome, Coordinator  
Information Technology Programs

# Office Systems Specialist



## Program Information

Office Systems Specialist is a comprehensive program combining practical knowledge with hands-on use of computer software. Curriculum includes courses in:

**Word Expert:** Letters, memos, tables, wizards, templates, and clip art.

**Excel Expert:** Formulas, charts, multiple sheet worksheets, templates and graphics.

**Basic English Review:** Parts of speech, word choice, and writing sentences and paragraphs.

**Business Math using Excel:** Introduction to numbers and calculators, fundamental operations, fractions and percentages.

**Advanced Word:** Desktop Publishing, interactive forms, business cards, letterheads, brochures, newsletters, flyers, and utilization of color and typefaces.

**Access Essentials:** Tables, forms, reports, queries, integration with Word and Excel.

**PowerPoint:** Creating and delivering presentations, clip art, transitions, animation, and sound.

**Photoshop Elements:** Digital Photography including composing, downloading, altering and printing digital photos.

Students will learn to utilize the latest Microsoft Office software at expert levels for many different applications. These skills are a necessary asset for administrative assistants and many other positions. In fact, computer skills are becoming increasingly important for current and emerging positions in today's workplace. Students will benefit from the experience and expertise of our dedicated instructor as well as utilizing the latest software and materials in our state of the art computer lab.

Students will also have the opportunity to take the MOS (Microsoft Office Specialist) Certification Examination. A quality digital camera is included in the cost of the program.

**Financial Aid is available for those who qualify.**

## Employment Outlook

Ohio Labor Market Information predicts that office administrative services will be one of the top three Ohio industries with the fastest job growth through the year 2014, with a job growth rate of 42%. Starting salaries for secretaries and administrative assistants range from \$13.52 to \$18.13 per hour.

## Admission Requirements

Students must be at least 18 years old and have earned a high school diploma or GED. Students holding a diploma from another country must have their education credentials evaluated for U.S. equivalency. A list of companies providing this service may be obtained from our Customer Services office.

Start Date	End Date	Day(s)	Time	Location	Course Cost
02/08/10	09/02/10	M,T,W,Th	8 am - 2:45 pm	ACE @ Hudson	\$4575



## Adult and Community Education

### Columbus City Schools

Columbus City Schools Mission Statement:

*Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.*



**614.365.6000 ext. 242**

**2323 Lexington Avenue, Columbus, OH 43211**

**www.cpsadulthood.org**



## Adult & Community Education Columbus City Schools

### Application Checklist – Office Systems

The following activities must be completed prior to being accepted and admitted into the program. This checklist will help you keep track of the requirements.

- Program Application:** Complete the Program Application included in this packet.
- Proof of Eligibility:** Show proof that you are a legal resident (Copy of your Birth Certificate, Social Security Card, or Green Card).
- Photo Identification:** Provide a copy of your Ohio Driver's license or Ohio Identification card. A photo ID is required to take any entrance exam and to apply to the program.
- Proof of Education:** High School Diploma, or GED. Foreign High School and College transcripts must be evaluated for U.S. equivalency by a Foreign Transcript Evaluator. A list is available in our Customer Services office or on our website [www.cpsadulted.org](http://www.cpsadulted.org)
- Apply for Financial Aid:** It is recommended that you meet with our Financial Aid Coordinator and fill out all applications at least two months before the start of the program. See financial aid information included in this packet.
- Pay Program Fees:** Upon acceptance into the program. There are two payment options:

**A. Pay Program Fees in Full:** Payable to Columbus City Schools (checks, money orders, and credit cards accepted) by no later than the day BEFORE the class begins.

**OR**

**B. Pay a Deposit:** \$100.00 payable to Columbus City Schools. The balance of your program fees will be paid through a payment plan.

**AND**

**Develop a Payment Plan:** Meet with the Customer Services Coordinator to develop your payment plan. Typically 50% of program fees will be due prior to the start of the program and 50% at the mid-point of the program.

**Note: Your deposit is applied to your program fees once you start school, but it is neither refunded nor transferred if you fail to attend or withdraw early.**



# Adult & Community Education Columbus City Schools

## Program Application 2009 – 2010

**Program:**  Practical Nursing       STNA       Office Systems Specialist  
 Auto Mechanics       HVAC       Stationary Engineering  
 Other: \_\_\_\_\_

**Today's Date:** \_\_\_\_\_ **Program Start Date:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **M.I.:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Street:** \_\_\_\_\_ **City/State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** (     ) \_\_\_\_\_ - \_\_\_\_\_ **Cell Phone:** (     ) \_\_\_\_\_ - \_\_\_\_\_

### How did you hear about our programs?

Flyer       Television       Radio       Newspaper       COTA Bus       Friend/Family  
 Franklin County Job & Family Services       JOBLEaders       Job Weekly Publication  
 Suburban News       Employment Guide       Job News       Other source: \_\_\_\_\_

- If you are paying your deposit\* by check or money order, a receipt will be issued immediately upon processing. If you are paying by credit card, a receipt will be issued immediately upon approval of the charge.
- We reserve the right to reschedule or cancel any course that does not meet our minimum enrollment requirements. If a course is cancelled or rescheduled, all fees paid are subject to reimbursement or transference, upon presentation of a receipt.
- If you are paying your deposit\* by check or money order, a receipt will be issued immediately upon processing. If you are paying by credit card, a receipt will be issued immediately upon approval of the charge.
- The Columbus City Schools does not discriminate on the basis of race, color, national origin, religion, sex, or disability with regard to admission, access, treatment, or employment. This policy is applicable to all district programs and activities.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### For Office Use Only

**Staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Amount received:** \$ \_\_\_\_\_ **Receipt #:** \_\_\_\_\_ **STID#:** \_\_\_\_\_

Check    MO    Credit    Other: \_\_\_\_\_ **Reference #:** \_\_\_\_\_

TEAS: R \_\_\_\_\_ M \_\_\_\_\_ E \_\_\_\_\_    WorkKeys: RI \_\_\_\_\_ AM \_\_\_\_\_ LI \_\_\_\_\_

\*Deposit Amounts:  
PN: \$200  
All others: \$100



## STUDENT FINANCIAL AID

Financial Aid Coordinator, Emerson Foster  
Phone: 614.365.6000 (Ext. 244)  
Office Hours Monday - Friday 9:00 AM - 5:00 PM

### PRIMARY SOURCES OF FEDERAL FINANCIAL AID

#### Federal Pell Grant

This grant is based on financial need and does not have to be repaid.  
The maximum grant award for 2009 - 2010 school year is \$5350.  
Note: Nursing Students may be eligible for an additional \$2600 in the third trimester.

#### Federal Subsidized Stafford Loan

This loan is based on financial need and repayment begins six months after you leave school.  
The maximum amount that you may borrow is \$3500 for the first year.

#### Federal Unsubsidized Stafford Loan

This loan is not based on financial need and payment begins six months after you leave school. The maximum amount that you may borrow is \$6000 for the first year, less any subsidized money for independent students.

#### Federal PLUS Loan

For students designated "Dependent" on the FAFSA, your parents may apply for the Federal PLUS loan. This loan requires a standard credit check by the lending agency. See our Financial Aid Coordinator for a PLUS Loan application.

### FEDERAL FINANCIAL AID ELIGIBILITY REQUIREMENTS

**These are general requirements for receiving Federal Financial Aid. Other forms of assistance may require additional documentation or have their own specific requirements.**

- You must have a high school diploma or GED.
- You must have a valid Social Security Number.
- You must be enrolled in an approved training program:
  - Practical Nurse (PN)
  - Heating, Ventilation and Air Conditioning (HVAC)
  - Office Systems Specialist
  - Auto Mechanics
- You must be a U.S. Citizen or eligible Non-Citizen.
- Male students must comply with current Selective Service Requirements.
- You cannot be in default on any Federal Title IV student loan, or owe a repayment of any Federal Title IV grant.
- You must maintain Satisfactory Academic Progress after enrollment as defined in the Student Handbook.

### FAFSA

The Free Application for Federal Student Aid (FAFSA) must be completed to determine if a student is eligible for financial aid (Pell Grant/Stafford Loan). You must apply for financial aid at least three weeks prior to your course start date, or you risk not having a determination in time for the start of class. Your FAFSA will determine which types of federal financial aid may be available you. Note: Subsidized and unsubsidized loans may be combined for a total maximum amount of \$9500 per year.



## FILING THE FAFSA

The FAFSA may be filed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Filing online is the quickest way to get a determination of Federal Financial Aid. You may file it from your own computer, or use the computer in our Customer Services office. Be sure to bring all financial information needed for the completion of the form.

Before completing the FAFSA, you will need:

- Your Personal Identification Number (PIN). (See below)
- Your most recent completed Federal Income Tax Return.
- Your school code. (See below)

## FEDERAL SCHOOL CODE

The 6-digit Federal School Code for Adult and Community Education @ Hudson (formerly North Education Center) is **015235** and must be entered in all FAFSA applications in the appropriate section in order for the school to receive the results of the application.

## ONLINE APPLICATION PROCEDURE

1. Apply for a PIN at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This will allow you to “sign” the FAFSA electronically, meaning the entire application process may be completed online.
2. Fill out the FAFSA by clicking the “Fill out a FAFSA” button and then complete each page of the form. Use **015235** as the Title IV school code for Adult and Community Education programs. This will allow the school to electronically receive the results of your application.
3. Review your answers carefully and, if necessary, correct them before submitting your FAFSA.
4. Sign your application. You can electronically sign your application using your PIN, print a paper signature page and mail in.
5. IMPORTANT: Submit your application by selecting the “Submit My FAFSA Now” button on the last page of the form. You will be taken to a Confirmation Page that shows a confirmation number and your Estimated Family Contribution (EFC), which is the determination of how much money your family can afford to contribute to your educational expenses based on the information you provided on the FAFSA. Print a copy of the Confirmation Page for your records.

## Other Sources of Financial Aid (not direct federal aid) include:

- Nurse Education Assistance Loan Program (NEALP)
- Individual Training Account (ITA) through the Workforce Investment Act (WIA)
- Trade Adjustment Act (TAA)
- Bureau of Vocational Rehabilitation (BVR)
- Veterans Educational Assistance Program (VEAP)
- State of Ohio Workforce Development
- Employer Tuition Assistance

# Central Ohio Workforce Investment Corporation (COWIC)



1111 East Broad Street, Suite 201  
Columbus, OH 43205  
Phone 614.559.5028

COWIC provides a variety of Employment and Training related services through their JOBLeaders One-Stop Center. Note: The services are free, but you should contact a JOBLeaders counselor up to three months before your class begins if you would like to receive financial assistance.

## Individual Training Account

Individuals who do not find employment through COWIC's Core or Intensive Services may be recommended for an Individual Training Account (ITA) from WIA for up to \$4000 to assist with the cost of tuition and other training related costs. ITAs are customized to assist those requiring longer-term training and support in order to become self-sufficient. Financial aid, advice, guidance and support are provided through a career counselor as well as the key information on the performance outcomes of the training and education providers. If you are awarded training dollars, you must reapply each term with a renewal ITA voucher.

## Trade Adjustment Act (TAA) Funding

The TAA program helps workers who have lost their jobs as a result of foreign trade. The TAA program offers a variety of benefits and services to eligible workers, including job training, income support, job search and relocation allowances, a tax credit to help pay the costs of health insurance, and a wage supplement to certain re-employed trade-affected workers 50 years of age and older. Persons who have been laid off by employers affected by the North American Free Trade Agreement may qualify for TAA funding for training. If you are eligible, your employer should have provided all necessary information for accessing these funds. You may also apply for services through the Ohio Department of Job and Family Services.

## Bureau of Vocational Rehabilitation (BVR)

Persons demonstrating a disability as a barrier to employment may qualify for training funds in addition to other services, through the Ohio Rehabilitation Services Commission. Anyone seeking services may refer themselves. Contact the local BVR office and set an appointment with a counselor. Call or visit the BVR office located at 899 East Broad Street, Suite 200, Columbus, OH 43205-1119, 614.466.6031.

## Veterans Educational Assistance Program

Veterans interested in education services may check online at <http://jfs.ohio.gov/veterans/index.stm> or call the toll free veterans information line at 1.888.442.4551 or contact the Veterans' representative at the COWIC JOBLeaders One-Stop Center.

## State of Ohio Workforce Development

Ohio provides tuition assistance for state of Ohio employees wishing to participate in training activities in their area of employment. Contact your supervisor or union representative to learn how to access these funds.

## Employer Tuition Assistance

Your employer may offer tuition assistance as an employee benefit. Contact the human resources department at your place of employment to see what type of assistance may be available.

# Scholarship, Grant and Loan Websites

## Ohio Nurses Foundation Scholarships

[www.ohnurses.org](http://www.ohnurses.org)

Click on Ohio Nurses Foundation.

Choose "Apply for ONF Scholarship and/or Research Grants"

Deadline is July 15<sup>th</sup> each year.

## Discover Nursing.com

<http://www.discovernursing.com/scholarship-search>

## Fast Web

Register to receive information on scholarships in your area of interest.

<http://www.fastweb.com>

## Mid-Ohio District Nurses Association

<http://www/modna.org/scholce.htm>

## Minority Nurse.com

There are pages of scholarships available. Please visit the site to get information on requirements.

<http://www.minoritynurse.com/financial/scholarships.html>

## Human Resources and Services

Administration – Applicants with zero Expected Family Contribution on FAFSA.

<http://www.hrsa.gov/help/healthprofessions.htm>

## National Student Nurses Association

<http://www.nсна.org/foundation/scholarships/undergrad.asp>

## General Nursing Scholarships

There are pages of scholarships available. Please visit the site to get information on requirements.

<http://www.nursingscholarship.us/GeneralNursingScholarship.html>

## Christopher Columbus Education Foundation

Founded in 1994, the Christopher Columbus Education Foundation is one of the largest Italian American Scholarship programs in Central Ohio.

<http://www.ccefi.org/honor.html>

[http://www.ccefi.org/form\\_app.html](http://www.ccefi.org/form_app.html)

## Scholarships for Graduates of the Columbus City School District

[http://www.iknowican/org/students\\_dollargrant.html](http://www.iknowican/org/students_dollargrant.html)

## The Columbus Foundation Searchable Scholarship Database

Offers over 140 scholarships.

<http://www.edonorcentral.com/scholarship/scholarshipmatch.aspx>

## Nursing Education Loan Repayment Program – after graduation

<http://bhpr.hrsa.gov/nursing/loanrepay.htm>