

Information Packet

Office Systems Specialist



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 21st century.

Additional copies of these forms are available at 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: cpsadulthood.org

**2323 Lexington Avenue
Columbus, Ohio 43211**

Adult Workforce Education

Phone: 614.365.6000

Fax: 614.365.6458

Computer Technology	x240
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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 Specialist** 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.

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.

Included in this packet is detailed information about how to obtain financial aid and apply for the program. Please read each page carefully. Should you have questions after reading the enclosed information, please contact me by e-mail at 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: 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 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. Students will have the opportunity to take the MOS (Microsoft Office Specialist) Certification Examination.

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
07/12/10	02/10/11	M,T,W,Th	8 am - 2:45 pm	ACE @ Hudson	\$4800



Adult and Community Education

Columbus City Schools

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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 current Ohio Driver's license or other Government issued ID. Only Government issued IDs are accepted (driver's license, State IDs, Military IDs, and Passports). No other ID will be accepted.
- 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
- 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 ONE WEEK BEFORE the class begins.

OR

B. Pay a Deposit: \$50.00 payable to Columbus City Schools. The balance of your program fees will be paid through a payment plan.

AND

Meet with the Customer Services Coordinator to review the 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 2010 – 2011

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:** () _____ - _____

- 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.
- 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 _____

<p>*Deposit Amounts: PN: \$200 All others: \$100</p>
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STUDENT FINANCIAL AID

Financial Aid Coordinator, Emerson Foster
Phone: 614.365.6000 (Ext. 244)

PRIMARY SOURCES OF FEDERAL FINANCIAL AID

Federal Pell Grant

This grant is based on financial need and typically does not have to be repaid.

The maximum grant award for 2009 - 2010 school year is \$5350, 2010-2011 is \$5550.

Note: Nursing Students may be eligible for an additional Pell Grant award during their program.

Federal Subsidized Stafford Loan

This loan is based on financial need and repayment begins six months after you leave school.

The maximum subsidized loan amount is \$3500 for most programs.

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 most programs.

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 should apply for financial aid at least two months 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 to you. Note: Subsidized and Unsubsidized loans may be combined for a total maximum amount of \$9500 for most programs.



FILING THE FAFSA

The FAFSA may be filed online at 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. (015235)

FEDERAL SCHOOL CODE

The 6-digit Federal School Code for Adult and Community Education @ Hudson 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. 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, or 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:

- 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 \$7500 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

Click on Ohio Nurses Foundation.

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

Deadline is July 15th 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

Scholarships for Graduates of the Columbus City School District

http://www.iknowican/org/students_dollargrant.html

The Columbus Foundation Searchable Scholarship Database

Offers over 140 scholarships.

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