

ADMISSION REQUIREMENTS

- Schedule/pass WorkKeys Assessments.** (Required scores are 4 or better on *Applied Mathematics* and on *Locating Information*.) There is no fee for initial testing (retests are \$10 each).
- Complete & return:**
 - Admission Form
 - Photo ID
 - Proof of high school diploma/GED
- Once ALL above requirements are met, submit \$100 non-refundable enrollment deposit to secure enrollment.**

PROGRAM INFORMATION

Students complete the Program Core, then a concentration area of either Medical Office or Accounting. The program helps students prepare for Microsoft Office certification.

Student may take the 700 hour core alone. Skills taught in the Core provide students with a solid foundation of software and professional skills vital to any office setting.

Accounting students may gain employment as book-keepers, payroll clerks, and account clerks.

The Medical Office Concentration helps students prepare for certification as a Certified Professional Coder Apprentice (CPC-A) through the American Academy of Professional Coders (AAPC).

GRADUATION

All students completing this program will be invited to participate in the Madison Adult Career Center Graduation Ceremony to be held **Friday evening, June 22, 2012.**

SCHEDULE

9/7/11 – 6/1/12

- Monday through Friday
- 8:45 am – 3:15 pm

Program Core

9/7/11 – 3/9/12

- Accounting I
- Business Communication
- Business Math
- Computer Fundamentals/Windows
- Keyboarding
- Microsoft Word I, II, III
- Microsoft PowerPoint I
- Microsoft Publisher I
- Microsoft Excel I, II, III
- Office Procedures
- Professionalism
- Records Management

Accounting Concentration

3/12/12 – 6/1/12

- Accounting II
- Automated Accounting (*QuickBooks, Peachtree*)
- Microsoft Access I, II
- Professionalism

Medical Office Concentration

3/12/12 – 6/1/12

- Medical Terminology/Intro to Anatomy
- Medical Coding (CPT, ICD-9-CM, HCPCS)
- Medical Chart Auditing
- Virtual Medical Office
- Professionalism

EXPECTATIONS

- ✓ **Students must maintain 90% attendance and a 2.0 Grade Point Average.** (3.0 GPA required for articulation credit to North Central State College.)
- ✓ If a student misses beyond 100 hours, or falls below a 2.0 G.P.A., he or she will be dismissed.
- ✓ Medical Office students must attend all Coding classroom hours (*minimum 100*) in order to qualify to sit for certification as a Certified Professional Coder Apprentice (CPC-A) through the American Academy of Professional Coders (AAPC).
- ✓ **Students are expected to maintain professional behavior in the classroom, lab, and with Madison Adult Career Center students and staff.** Classroom interruptions (*including texting*) will not be tolerated and may result in program dismissal.

FEES

Core with Accounting Office

Tuition	\$6,500
*Estimated Fees	\$ 2,109
TOTAL	\$8,609

Core with Medical Office

Tuition	\$6,500
*Estimated Fees	\$2,711
TOTAL	\$9,211

Core Courses

Tuition	\$4,550
*Estimated Fees	\$ 1,782
TOTAL	\$6,332

**Estimated Fees include: books, lab fees, certification assessments, and personal/career counseling services. Fees are estimated & may change before class begins.*

FINANCIAL AID INFORMATION

To complete the financial aid process:

1. Complete FAFSA financial aid application (Go to www.fafsa.ed.gov Our school code is 030237)
2. If you need assistance with FAFSA, call the Adult Career Center office to schedule an appointment
3. Check on additional financial aid resources (WIA, BVR, GI Bill, etc.)

*****(Funding sources that require FAFSA application)***

****Workforce Investment Act Funding (WIA)**

Each county has Workforce Investment Act (WIA) training funds. Students should start the application process ASAP! WIA funding is a process that takes time. To begin the process, **visit** your county's Department of Job & Family Services:

Ashland County	(419) 282-5000 ext. 5052
Crawford County	(419) 562-8066 ext. 309
Huron County	(800) 668-5175 ext. 3411
Morrow County	(419) 946-8480
Richland County	(419) 774-5300

****Pell Grant** – A federal grant for approved Adult Career Center programs 600 hours in length or longer. This grant does not need to be repaid unless a student withdraws from a program. Note: Students who are currently in default on a federal student loan are not eligible for a Pell Grant until their loan is in good standing.

****TAA** – A state grant available for a company closing/downsizing, for employees who were approved for TRA. An application must be submitted for training approval about two months before training begins.

continued

FINANCIAL AID *(continued)*

****Veterans' Training Benefits** – Veterans may use their VA benefits (*Montgomery GI Bill, etc.*) to attend Career Development programs.

****Bureau of Vocational Rehabilitation (BVR)** Persons with a documented disability may be eligible for assistance through the Mansfield BVR office. Call 419.747.3000 for more information.

****Stafford Student Loans** – Can be applied to approved programs 375 hours or greater. Students must complete a Master Promissory Note (MPN) and entrance/exit counseling. Student loans need to be repaid after a student leaves a program.

Student Payment Plan – For programs 375 hours or greater. Payment must be made in full by program completion. Students are required to sign a payment contract and make the first payment before class. Payments are interest free, but late fees are charged for delinquent payments.

Delinquent Payment Policy – Delinquent payments are charged a late fee of \$5.00. Once payment is over 30 days delinquent, a letter will be sent notifying student of the upcoming date the account will be sent to collections. If payment is not received by collection deadline, the account will be submitted to collections. The student will be dismissed and billed any additional charges that may occur due to financial aid that could not be collected because of dismissal date.

Madison Adult Career Center offers:

Administrative Office Technology
Automotive Technology
Clinical Care Specialist
Cosmetology
Customized Training for Business & Industry
Dental Assisting/Radiography
Nurse Aide Training (*STNA*)
Precision Machining/CNC Programming
Phlebotomy/EKG Training
Welding Technology (*AWS Certification*)

ADMINISTRATIVE OFFICE TECHNOLOGY

MEDICAL OFFICE
ACCOUNTING

Program Information 2011-12

Instructors

Fran Au, Microsoft Office Certified
Pam Porter, CPC

*Microsoft Office Specialist
Test Center*
*.A.APC Certification
Test Site*
*.ASE Certification
Test Center*
*American Welding Society
Certification Testing*
*.ACT WorkKeys
Test Site*
.NIIMS Test Site
.STNA Test Site