

PAYMENT & FINANCIAL AID INFORMATION

The program is not enough hours to qualify for Federal Pell Grants or Student Loans. Fees are due 1 week prior to program start date unless a student is working with an agency for payment or has an approved payment contract.

Scholarship for Mansfield/Richland County Residents – Based on financial need this scholarship may be up to \$850! See MACC Office for details & application!

Workforce Investment Opportunity Act Funding (WIOA) Each county has WIOA training funds through their department of Job & Family Services. It's best to VISIT your local office right away to begin the process.

Student Payment Contract - Students may make weekly/bi-weekly payments. Full payment is due before the last day of class.

Trade Adjustment Assistance (TAA) - TAA is a state grant available to employees *(who have been approved for TRA)* of a company that is closing. An application for training/education must be submitted for approval about 2 months prior to training!

Opportunities for Ohioans with Disabilities (formerly BVR) – grants for individuals with a documented disability. Contact 419.747.3000.

MACC CAREER DEVELOPMENT PROGRAMS

Advanced Cosmetology - 1,800 hours

Cosmetology - 1,500 hours

Dental Assisting - 600 hours

Industrial Electrical Maintenance - 600 hours

Medical & Legal Office Management - 1,000 hours

Medical Assisting Technologies - 840 hours

Phlebotomy/EKG - 244 hours

Precision Machining/CNC Technology - 400 hours

State Tested Nurse Aide (STNA) - 96 hours

Welding Technology - 630 hours

In addition to the Career Development programs above MACC offers short-term Career/Personal Enrichment courses that do not fall under the scope of our accreditation, but offer a wide variety of skill and personal improvement!

Basic Office Support Services (B.O.S.S.)

100 clock hours

Program Information

2021-22

Instructor

Melissa Satterfield,
CCMA, CPT, SPT, CST

MACC
MADISON ADULT CAREER CENTER

600 Esley Lane
Mansfield, OH 44905
419-589-6363
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ADMISSION REQUIREMENTS & FINANCIAL AID INFORMATION

Please see enclosed letter & forms.

SCHEDULE

8/2/21-9/23/21

M, T, TH (Also 2 Wednesdays 8/4 & 9/8)

4:30-8:30 pm

9/30/21-10/29/21

M, T, W, TH, F

9:30 am – 2:30 pm

FEES

Tuition \$863

Fees* \$ 85

* Includes books, lab fees, certification assessments and career advising services.

Scholarship Opportunities! Call MACC about possible scholarship opportunities. This program is also on the approved WIOA program list.

Credit to Medical & Legal Office Management Career Development program.

The B.O.S.S. program is a section of the Medical & Legal Office Management career development program. Students may continue enrollment into the program and gain credit for 100 clock hours and credit toward program tuition/fees.

Adult Diploma Program

This program is also approved for the Ohio Adult Diploma program. Ohio residents over 22 years of age may complete the program, gain certification and an Ohio Adult High School Diploma. Please see the MACC website, or call, for Adult Diploma program information.

GRADUATION - All students completing this program will be invited to participate in a formal Madison Adult Career Center Graduation Ceremony!

PROGRAM INFORMATION

Learn/refine computer, math, communication, and customer service skills. Prepare for certification in Microsoft Word, Excel, Bank Deposit, Computer Skills, and Customer Service Interaction through Office Proficiency Assessment & Certification (OPAC).

Program Completion Requirements:

- OPAC-Microsoft Excel - Basic
- OPAC- Microsoft Word - Basic
- OPAC- Bank Deposit
- OPAC- Computer Skills
- OPAC- Customer Service interaction
- Students must maintain 90% attendance and a 2.0 Grade Point Average (C).
- Students are expected to maintain professional behavior in the classroom, lab and with Madison Adult Career Center students and staff.

Additional Certification Opportunities:

- Alison-Customer Service Skills
- OPAC-Petty Cash
- OPAC- Bank Reconciliation
- OPAC-Data Entry-Inventory
- OPAC- Data Entry-Invoice
- OPAC-Keyboarding
- OPAC-Microsoft Excel-Intermediate
- OPAC-Microsoft Word-Intermediate
- Microsoft PowerPoint
- OPAC-Spelling
- OPAC- Basic Mathematics

COURSE DESCRIPTIONS

Basic Business Math & Financial Transactions

Learn and/or review addition, subtraction, multiplication, division, decimals, percent's, fractions, budgets, bank reconciliation/deposits, petty cash, and basic billing.

Business Communication

Learn and practice effective written and verbal office communication skills including document formatting, grammar, spelling, telephone skills, alphabetic filing, reading comprehension, critical thinking. Professional use of instant messaging and social media will be covered.

Computer Skills

Become familiar with computer hardware and software including computer equipment, plug-ins, operating systems, Microsoft Word, Excel, and PowerPoint.

Customer Service

Learn and practice effectively communicating with customers through verbal and nonverbal communication (body language). Learn to process/enter customer orders.

Keyboarding/Data-Entry

Practice proper keyboarding with emphasis on correct finger placement, accuracy and speed.

Office Equipment & Organization

Learn and practice using copier, fax scanner and multi-line telephone. Alphabetic filing, inventory and organization of workspace will also be covered.

Heartsaver First Aid with CPR & AED

Learn to manage illness and injuries within the first few minutes of their occurrence. Designed for those with limited or no medical training. Includes CPR and AED certification, choking relief for adults and children, and infant CPR.

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