

Business Office Administration

Information Guide and Application

August 16, 2010



Laptop
Computer
included in
program!!!

FRANKLIN TECHNOLOGY CENTER @ MSSU
3950 E. Newman Road
Joplin, MO 64801

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Revised 01/10

Business Office Administration

Business Office Administration
900 Clock Hour Certification Program
Monday – Thursday 8:00 am – 4:30 pm
Program Coordinator: Penny Williams
Phone: 417.659.4452
williams-pe@mssu.edu

To assist our students with hands-on training, we will provide each individual with their own laptop computer with the appropriate software installed, as required by the BOA program. (Please see Program Agreement for further details.)

Quality classroom instruction, combined with hands-on computer experience is provided through Franklin Technology Center, housed at Missouri Southern State University. Our program is designed for the student interested in establishing a career in today's business world as an Administrative Assistant. We offer a full time, 30 week program.

Instruction covers basic computer and office skills needed by individuals to enter the work force as administrative assistants, accounting clerks and secretaries, as well as a variety of other office positions. Instruction time is a combination of classroom and hands-on experience that prepares the student for the challenges in the modern business office.

The goal of the program is to help the student to gain proficiency in the areas of general software utilization, with the primary focus on Windows 2007, MS Office 2007 and Accounting skills including QuickBooks Pro. Additional curriculum in general clerical/administrative skills and accounting methods prepare the student for entry-level clerical and bookkeeping positions. The program uses numerous instructional strategies to ensure optimal student performance.

Program Hours

The **Administrative Assistant** program is 900 clock hours.

Testing

All applicants are required to take the TABE test after acceptance into the COT program.

Certificates

Competency certificates from Franklin Technology Center will be awarded to each student who successfully completes the predetermined curriculum.

Open Enrollment/Open Exit

Traditional beginning dates for programs are August and January. Prospective students should contact the program coordinator to schedule an appointment.



Core Curriculum

- Keyboarding I
- Keyboarding II
- Keyboarding III
- Introduction to Computer Applications *
- Intermediate Computer Applications *
- Advanced Computer Applications *
 - *Utilizing MS Office Suite 2007*
- General Office Procedures I
- General Office Procedures II
- Business English and Communications
- Administrative Methods
- Administrative and Clerical Support *
 - *Featuring MS Publisher*
- Introduction to Accounting
- Intermediate Accounting
- Introduction to QuickBooks Pro
- Practical Employment Techniques
- Clinical Internship

Curriculum subject to change as determined by FTC/MSSU.

1st Quarter Curriculum *

Keyboarding I
Business English and Communications
Introduction to Accounting
Introduction to Computers
General Office Procedures

2nd Quarter Curriculum *

Keyboarding II
Intermediate Accounting
Intermediate Computers
General Office Procedures II
Administrative Methods

3rd Quarter Curriculum *

Keyboarding III
Administrative and Clerical Support
Introduction to QuickBooks Pro
Advanced Computers
Practical Employment Techniques

4th Quarter *

Clinical Internship

2010-2011 Curriculum

Keyboarding I

Students will focus on the letter keys, punctuation keys, number keys, symbol keys, basic operations, and key stroking continuity. Attention is given to the building of basic techniques. Composing and critical thinking skills development are utilized. Weekly speed drills will be employed.

Keyboarding II

Students will apply basic keying proficiency to the formatting of a variety of personal papers. Enrichment Assignments will be given at the end of each unit for students who finish their work ahead of schedule or who wish to enhance their keyboarding skills with challenging problems. Weekly speed drills will be employed.

Keyboarding III

Students will apply keying proficiency to the formatting of a variety of business and professional papers. These are the types of material most frequently encountered in the business office as well as in other professional situations and include letters, memos, and reports.

Introduction to Computer Applications

Students are introduced to processing data on computers. Topics covered are computer terminology, hardware, application software and Windows 2007. Students are introduced to keyboarding, word processing and spreadsheets. Microsoft Office 2007 will be utilized for instruction and application.

Intermediate Computer Applications

Students will continue to apply objectives set by the introductory class, and move forward to the second level (intermediate level) of word processing and spreadsheets. Presentation software (MS PowerPoint) will be introduced. Microsoft Office 2007 will be utilized for instruction and application.

Advanced Computer Applications

Students will continue to apply objectives set by the two previous courses, as well as learn advanced features of word processing and spreadsheets. Database design and creation will be introduced utilizing MS Access. Microsoft Office 2007 will be utilized for instruction and application.

Introduction to Accounting

This introductory course covers a complete accounting cycle for a sole proprietorship, including financial statements. Focus will be applied to basic accounting concepts and practices utilized in manual bookkeeping.

Intermediate Accounting

This course covers a complete accounting cycle for a partnership merchandising business. The complete accounting cycle will be covered, including payroll, accounts payable, and accounts receivable.

Introduction to QuickBooks Pro

Computerized accounting (QuickBooks Pro) will be introduced and utilized throughout this course.

General Office Procedures I

Students will learn general office procedures, including but not limited to, 10 key by touch, telephone skills and etiquette, filing rules, copy machines, fax machines, and e-mail.

General Office Procedures II

Students will focus on practical application assignments, utilizing general office procedures, to emphasize transfer of knowledge. Curriculum will include various office-type simulations, guidelines, and deadlines.

Business English and Communications

Students will learn the fundamentals of English rules, then apply them to professional business documentation. Students will focus on various types of communication within an office environment, as well as compose, proofread and edit correspondence.

Administrative Methods

Students will learn about the ever-changing role of today's administrative assistant. Students will demonstrate and utilize various workplace technologies, communication skills, customer service skills, various types of meeting arrangements, and display professional and leadership skills.

Administrative and Clerical Support

Students will learn advanced skills for the office environment, including but not limited to scanning and reproducing documents, laminating documents, electronic typewriter, punching and binding reports, desktop publishing skills, and internet research. Students will also gain confidence and experience by completing authentic office simulations to reinforce skills utilized in the office environment. MS Office 2003 and MS Publisher will be utilized.

Practical Employment Techniques

Students will learn to create professional cover letters, prepare a resume, and research jobs and companies on the Internet, and through various sources. Information on pursuing job leads, responding to job advertisements, preparing for an interview, interviewing techniques, and evaluating/accepting job offers are also included.

Clinical Internship

On the job training for a predetermined number of clock hours. Student will apply classroom lecture, theory, skills, and abilities to an actual work environment. Internship hours must be completed to receive certificate of completion.



Business Office Administration

Program Agreement

Each full time Business Office Administration student shall be issued a laptop computer upon achieving the following requirements:

1. Complete a minimum of 20 weeks of classroom training (approximately 60%)
2. Maintain 90% attendance or higher
3. Maintain a 2.5 GPA or higher

The student shall be responsible for the laptop (including repairs and maintenance) once received, as well as responsible through completion of the program.

If the student withdraws or is released from the program before successful completion, the student will return the laptop computer; however, all fees will be based on Franklin Technology Center's Withdrawal Policy. The cost of the laptop will be deducted from program fees.

Student

Date

Program Coordinator

Date

Assistant Director

Date

**Franklin Technology Center
Business Office Administration Program**

Application Procedure

To be considered for acceptance into the Business Office Administration program, the applicant must:

Submit application with \$50.00 application fee to the Franklin Technology Center @ MSSU office, Room 21 in the Mills Anderson Criminal Justice Center on the Missouri Southern State University campus.

- Read the enclosed information about the program.
- Review program cost sheet and keep a copy (Important: The school reserves the right to adjust program tuition and fees prior to the start of the program.
- Complete both sides of application form and sign.
- Return the application along with a non-refundable \$50.00 application fee to the FTC office located on the MSSU campus, 3950 East Newman Road, Joplin, MO 64801.
- Contact the program coordinator to schedule an appointment.

Please direct all correspondence and inquires to:

Franklin Technology Center @ MSSU
Business Office Administration Program
3950 East Newman Road
Joplin, MO 64801-1595
Telephone: (417) 659-4400 Fax (417) 659-4408

Contact Financial Aid Office

- All applicants must contact the financial aid coordinator at 417-659-4438 or hobart-k@mssu.edu

Submit the following:

- Official high school transcript or GED (must be sealed official transcript from high school, college or GED)

All applicants will be notified by letter regarding acceptance into the program.

FRANKLIN TECHNOLOGY CENTER

Business Office Administration

School Year 2010 - 2011

Beginning Date: AUGUST 16, 2010

Ending Date: APRIL 11, 2011

Application Fee Of \$50.00 Required Prior to Acceptance Into Program

TUITION	\$	6,850.00
TEXTBOOK PURCHASE		\$550.00
SUPPLIES PURCHASE	\$	1,000.00
FEES	\$	193.00

PROGRAM TOTAL	\$	8,593.00
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Revised 1/28/10

Franklin Technology Center

Business Office Administration Program Application

Date received: _____
Receipt # _____
Agency: _____
Counselor: _____
Copy to Bookkeeper _____

PERSONAL INFORMATION (please print clearly)

Name: _____ Maiden: _____
(First) (M.I.) (Last)

Address _____
(City) (State) (Zip)

SS#: _____ Date of Birth: _____ Phone: _____

E-Mail: _____

EDUCATIONAL HISTORY

I graduated in _____ from _____,
(MM/YY) (Name of School) (City) (State)

I completed my GED in _____ in the state of _____.
(MM/YY)

Have you completed any college coursework? ____ Yes ____ No If yes, where? _____
(Include state)

List any college degrees or vocational certificates held: _____

EMPLOYMENT HISTORY (list your last two places of employment beginning with most recent)

1. Employer w/ address: _____

Phone: _____ Date Employed: _____ Date of Termination _____

Reason for leaving (optional): _____

2. Employer w/ address: _____

Phone: _____ Date Employed: _____ Date of Termination: _____

Reason for leaving (optional): _____

3. ____ I have not been employed outside the home.

EMERGENCY CONTACT INFORMATION (List three people we may contact in case of emergency)

1. Name: _____ Relationship: _____

Home Phone: _____ Street Address: _____

Work Phone: _____ City, State, Zip: _____

2. Name: _____ Relationship: _____

Home Phone: _____ Street Address: _____

Work Phone: _____ City, State, Zip: _____

3. Name: _____ Relationship: _____

Home Phone: _____ Street Address: _____

Work Phone: City, State, Zip: _____

CRIMINAL BACKGROUND CHECK:

All applicants applying for FTC programs may be required to undergo a criminal background check. This background check will require the applicant to list all states the applicant has resided in since 18 years of age. Failure to accurately list this information may result in denial of entrance into the program. Students that are accepted through false or incorrect information for the background check will be terminated from the educational program. Students with an insufficient or questionable background check or adults attending programs located in a building with minors will be required to have fingerprints taken and sent to the FBI for review. **Failure to have a clear background check will result in immediate dismissal from the program.**

Have you ever been convicted as an adult offender of any crime? Yes No

If yes, is your name on the Department of Social Services Disqualification List? (This list includes people who have pled guilty to any A or B felony violation of chapters 565,566,569 RSMo). The felonies covered in these chapters focus primarily on crimes against another person and are listed below. Please check which ones apply to you:

- Voluntary Manslaughter
- 1st & 2nd degree Arson
- 1st & 2nd degree Robbery
- 1st & 2nd degree Assault
- Murder
- Sexual Offender
- Other (Specify) _____

PROGRAM INFORMATION:

Have you previously applied for any Business Office or similar program? Yes No
Where? _____

Have you taken any entrance exam for a program? Yes No
Which test have you taken? TABE

How did you hear about the Business Office Administration program?

- Radio
- School Sign
- Friend
- Other
- TV
- Brochure
- Newspaper

THE SCHOOL DISTRICT OF JOPLIN DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, DISABILITY OR VETERAN STATUS, NOR WITH ANY PROVISIONS FOR THE "AMERICANS WITH DISABILITIES ACT" OF THE APPLICANT (SECTION IV).

If accepted as a student, I give FTC/MSSU permission to release a copy of my school records to inquiries such as employment for educational purposes, according to the Family Educational and Privacy Act of 1974. In connection with my application with the school, I understand that a consumer report, which may contain public record information, is being requested. This report may include the following types of information: Names and dates of previous employers, credit information, etc. I further understand that such report may contain public record information concerning my credit, bankruptcy proceeding, and etc. from federal, state and other agencies that maintain such records.

I authorize, without reservation, any party or agency contacted to furnish the above-mentioned information. I certify that the information provided on this application is correct to the best of my knowledge and that I am at least 17 years of age. **Falsification of any part of this application may be grounds for dismissal from FTC/MSSU.**

NOTICE OF CONFIDENTIALITY:

Franklin Technology Center receives funds under certain programs of the US Dept of Education and is required by law to collect social security numbers (SSN) from its students for the administration of those programs. We are also required by law to maintain certain documents in accordance with Missouri's records retention policies. We do not collect or share personal information for any purpose other than to respond to you and the governmental agencies requiring us to report such information.

Date: _____

Signature: _____

Prior to acceptance into a Franklin Technology Center adult program, all applicants must demonstrate that they have earned a high school diploma or GED certificate. Proof requires an official transcript sent from the school or Department of Education directly to Franklin Technology Center. A copy of the diploma, transcript, or GED certificate does not qualify as an official transcript.

Applicants should complete this form and mail it directly to the appropriate institution.

**GED/HIGH SCHOOL/COLLEGE
OFFICIAL TRANSCRIPT
REQUEST FORM**

THE FOLLOWING INFORMATION MUST BE INCLUDED ON THE TRANSCRIPT:

GED Transcript:

1. The state in which the GED was earned.
2. The month and year the GED was earned.
3. The scores received on all subject tests.
4. The official seal of the office issuing the transcript.

HIGH SCHOOL AND COLLEGE Transcripts:

1. The name of the institution and the city and state in which it is located.
2. The school seal and/or the official signature of the registrar mailing the transcript.
3. The month and year of entry into the institution.
4. The month and year of graduation from the institution.

My name on GED or school records _____

Date GED granted or graduated _____ Social Security Number _____

My present name _____

Address _____

City _____ State _____ Zip _____ Telephone _____

It is **YOUR** responsibility to request your transcript using this form.
(there may be a charge for this service)

Signature _____ Date _____

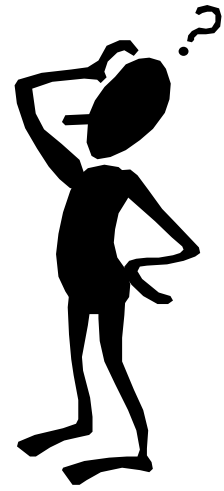
*****Attention School Official*****

Mail the official transcript and this form directly to the address below:

**Franklin Technology Center@ MSSU
Business Office Administration Program
3950 E. Newman Road
Joplin, MO 64801-1595**



Financial Aid The Next Step



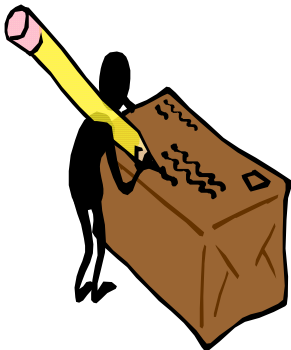
1. Call the FTC Financial Aid Office at 417-625-9865 for an online FAFSA to be sent to you or you can pick one up at Franklin Tech @ MSSU, Mansion Annex, Room 108, 3950 E. Newman, Joplin, MO.

OR

2. GO to www.pin.ed.gov to receive your pin number, then go online to www.fafsa.ed.gov and file for federal aid. FTC school code is **#13568**



2. Locate last year's federal tax return. If married, you must include spouse's information or if you answer all questions with a NO on Step 3 of the FAFSA, you are required to include parent's information on Step 4.



3. Complete online FAFSA worksheet & return all the following documents to FTC Financial Aid Office, 3950 E. Newman Rd. Mansion Annex, Room 108, Joplin, MO 64801.
 - ❖ Online FAFSA worksheet
 - ❖ FTC Financial Aid Application
 - ❖ Copy of Driver's License & SS card
 - ❖ Copies of all federal tax returns signed & dated that was used to complete FAFSA



4. Wait for Student Aid Report (SAR) from the US Department of Education. You should receive it in approximately 2 weeks. Verify that all information is correct. If changes or corrections need to be made, you should contact FTC Financial Aid Office at 417-625-9861.



5. You will receive a FTC Award letter at the beginning of the program (depending on when you began the financial aid process) or during orientation.



6. Study hard and attend classes and you should receive your graduation certificate.

If a funding agency will be providing any monies toward your program costs we must have the following documentation on file before you can attend any program classes. It is the student's responsibility to work closely with their counselor to insure proper documentation has been received by the FTC bookkeeping or financial aid office.

1. **Written letter on agency letterhead for \$50 application fee**
2. **Funding voucher, training agreement, etc. for any program costs**