

Programs @ a Glance



Finance

Accounting Associate - FN0016001

Who can Enroll?	Program Description: Students are provided with important training in financial accounting, analytical skills, and software applications. Students gain advanced knowledge of accounting practices and administrative duties utilizing Microsoft Office, Adobe Acrobat and Intuit QuickBooks software. Students develop an in-depth understanding of accounting concepts and procedures as well as their effects on financial reporting and analysis of business. Accounting associate jobs provide accurate, valued and trusted financial information that is used to make important financial decisions. Industry recognized certifications and college credits are obtainable through this program. Business Professionals of America (BPA) is a career tech student organization that prepares students for the world of work. BPA is integrated into students' training and offers opportunities to develop leadership skills as well as teamwork experiences. Students can attend conferences, compete in events at the state and national level, and help the community through service projects.	Cost:
Seniors Adults		Tuition(adults)- \$2,160.00 Est. Out-of-Pocket- \$110.00 Certification Exams: EOC Books: Property of EOC
Schedule		Financial Aid
Monday-Friday AM Session: 8am-11am PM Session: 12pm-3pm		Pell Grant/OTAG Oklahoma's Promise (OHLAP) Tribal Assistance Next Step Scholarship
Estimated Completion		Average OKC Salary
FT Adult: 1 Year HS Student: 2 Years		\$20/hr

Career Major Information Total Hours: 960	
Fundamentals of Technology*	120
Fundamentals of Administrative Technologies*	120
Accounting I	120
Computerized Accounting*	120
Payroll Accounting	120
Accounting II	120
Administrative Technologies II*	120
Accounting Associate Capstone	120

Student Organizations
Business Professionals of America (BPA)
Certifications Available:
Oklahoma Dept. of CareerTech Certifications: Fundamentals of Technology Accounts Payable Clerk, Accounts Receivable Clerk, Payroll Accounting Clerk, Full Charge Bookkeeper Precision Certification Tests: Accounting I, Accounting II, Business Office Specialist National Certification Tests: Microsoft Office Specialist (MOS) Intuit Quickbooks *Oklahoma's Promise approved course for Computer Science/Computer Technology Unit.*
Program Supply list:
Notebook - \$10.00 Business Casual Dress (Wednesdays) - \$100

To view the full cost of attendance, please visit the [2026-27 Cost of Attendance Document](#)



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