

Programs @ a Glance



Finance Accounting Clerk - FN0016000

Who can Enroll?	Program Description: Students are provided with a basic understanding of accounting principles and fundamental office skills. An introductory accounting course and fundamental course in administration technology will ensure the student has what they need to operate in accounting services positions. Students learn office administration and computer skills utilizing Microsoft Office, Adobe Acrobat, and Intuit QuickBooks software. 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:
Juniors Seniors Adults		Tuition (adults)- \$1,080.00 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		Tribal Assistance Next Step Scholarship
Estimated Completion		Average OKC Salary
FT Adult: 5 Months HS Student: 1 Year	\$20/hr	

Career Major Information Total Hours: 480	
Fundamentals of Technology*	120
Fundamentals of Administrative Technologies*	120
Accounting I	120
Computerized Accounting*	120

Student Organizations
Business Professionals of America (BPA)
Certifications Available:
Oklahoma Dept. of CareerTech Certifications: Fundamentals of Technology Accounts Payable Clerk, Accounts Receivable Clerk Precision Certification Tests: Accounting I 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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