

Finance

Accounting Associate - FN0016001

Who can Enroll?

2nd Year Seniors | Adults

Schedule

Monday-Friday AM Session: 8am-11am PM Session: 12pm-3pm

Estimated Completion

FT Adult: 5 Months HS Student: 1 Year

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:

Tuition(adults)- \$2,160.00 Est. Out-of-Pocket- \$110.00 Certification Exams: EOC Books: Property of EOC

Financial Aid

Pell Grant/OTAG Oklahoma's Promise (OHLAP) Tribal Assistance Next Step Scholarship

Average OKC Salary

\$20/hr

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



4601 North Choctaw Road, Choctaw, Oklahoma 73020