

Finance

Accounting Clerk - FN0016000

Who can Enroll?

Juniors | 1st 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 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:

Tuition (adults)- \$1,080.00 Est. Out-of-Pocket- \$110.00 Certification Exams: EOC Books: Property of EOC

Financial Aid

Tribal Assistance Next Step Scholarship

Average OKC Salary

\$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



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