Accounting & Financial Services

Gordon Cooper Technology Center offers full-time career pathways to high school juniors, seniors and adults. Student is eligible to receive college credit for most full-time career majors. High School students are eligible to receive math credit for various career majors. Courses are offered from 8:15 to 11:15 AM and 12:55 to 3:55 PM Monday through Friday. A student can choose to attend either the AM or PM session or both sessions. All students must be assessed before entering a career major.

Accounting and Financial Services provides students with the essential knowledge and skills that are necessary for success in business, accounting, insurance and banking careers. Students will develop an understanding of basic and advanced accounting principles and gain extensive hands-on experience with Microsoft Office, Peachtree, and QuickBooks software applications that are used in the workplace today. Students have the opportunity to complete more than one career major.

Career Majors:
(For financial aid a Career Major must be 600 hours or more.)

In-District* Full-time Tuition: $1800 ($900.00 per semester)
CTSO Dues: $10.00

<table>
<thead>
<tr>
<th>Career Majors within Accounting and Financial Services:</th>
<th>Hours</th>
<th>Required Books</th>
<th>Required Supplies</th>
<th>Required Uniforms</th>
<th>Certification Test Costs</th>
<th>Optional Books</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant - Math</td>
<td>720</td>
<td>$275.00</td>
<td>$50.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$775.00</td>
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<tr>
<td>Financial Clerk</td>
<td>600</td>
<td>$450.00</td>
<td>$50.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$425.00</td>
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<tr>
<td>Accounts Payable/Receiveable Clerk</td>
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<td>$50.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$675.00</td>
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<td>Payroll Accounting Clerk</td>
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<td>$650.00</td>
<td>$50.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Full Charge Bookkeeper</td>
<td>1320</td>
<td>$750.00</td>
<td>$50.00</td>
<td>$0.00</td>
<td>$550.00</td>
<td>$875.00</td>
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</table>

*Out-of-District Tuition is double the amount of In-District Tuition

Entrance Requirements: Reading skills at the 10th grade level or above, math skills at the 9th grade level or better.

High School Academic Credits: 1 unit of Computer I (OHLAP) 1 unit of Computer II (OHLAP)

College Credit: College credit towards an Associate of Applied Science can be earned from St. Gregory’s University.

Certification Testing: The content in this program aligns to industry credentials. Credentials targeted include Microsoft MOS Certifications, Certport IC3 Certification, Brainbench Online Certifications, Oklahoma Department of CareerTech Certifications. Training is also provided for the Certified Bookkeeper designation which is awarded through the American Institute of Professional Bookkeepers (AIPB).

Potential Salary Range: Entry level: $10.00 - $14.00 per hour; with experience: $12.00 - $18.00 per hour

For financial assistance go to: www.fafsa.ed.gov

Instructor: Kathy Lowry (405) 273-7493 x 2230   Email: kathyl@gctech.edu
NON-DISCRIMINATION

The Gordon Cooper Technology Center, in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and Title IX of the Education Amendments of 1972, does not discriminate on the basis of race, ethnicity, religion, national origin, age, gender, disability or veteran status in any of its policies, practices, or procedures. These equal opportunity provisions include, but are not limited to admission, employment, financial aid, and student services. Compliance Officers are: Mike Matlock, Neisha Haskins and Donna Stone.

Information regarding career majors and gainful employment statistics of our former students can be found under the “About” tab on our school website: www.gctech.edu