

ACCOUNTING

Campus Location

Peoria Campus

Occupational Focus

Competent, professional accountants are critical in the corporate world -- they manage the information that defines the financial health of a business. Tulsa Tech's Accounting program prepares you for success in modern accounting environments by focusing on basic accounting recordkeeping cycles, analyzing financial statements, payroll cycles, and the introductory skills for computerized accounting systems. Working in a state-of-the-art facility that simulates the office of the twenty-first century, you will also learn how to communicate effectively in the business world. You may choose employment in an entry-level accounting position, opt for additional training at Tulsa Tech, or apply credit toward an associate or bachelors degree.

For information concerning working conditions, physical requirements, employment and job outlook please refer to the 2008-09 Occupational Outlook Handbook (OOH) at <http://www.bls.gov/oco/>.

Who Can Attend?

High school students
Adults

Prerequisite(s)

None, but basic computer skills helpful

Scheduling Information

Two year program beginning in August
Check with Admissions Office at 918.828.5260 for start dates.

Three hours daily

--Morning session - 7:55 - 10:55 am

--Afternoon session - 11:55 - 2:55 pm

Career Majors

Financial Clerk - 600 Hours*

This career major prepares students for entry-level work in the accounting field. Students learn the fundamental concepts, principles and ideas needed to understand how businesses operate. They also gain basic office and computer skills including word processing, and spreadsheet software along with a strong foundation in accounting principles and techniques.

Full Charge Bookkeeper - 1080 Hours*

This career major prepares students to solve accounting problems using computerized software and electronic spreadsheets. Students learn basic office skills as well as beginning, advanced, computerized and payroll accounting principles. Students develop an in-depth understanding of accounting concepts, theories and procedures as well as their effects on financial reports and analysis of business. Students also produce and analyze financial statements.

**Career major, courses and hours are subject to change without notice*

Tuition

No charge for high school students within Tulsa Tech District.

Adult - \$2.50/hour*

**Tuition subject to change without notice.*

Books/Supplies

No textbook charge for high school students within Tulsa Tech District.

Adult see campus bookstore

College Credit

College credit is available for the majority of Tulsa Tech's full-time programs through Rogers State University, Oklahoma State University-IT or Tulsa Community College. Advanced standing credit may also be granted for some of our programs. The number of hours varies depending on the program length, the college granting the credit, and the student's plan of study. Check with your Tulsa Tech counselor for more information.

ACCOUNTING

Credentials/Industry Certifications

Completion Certificate

Employment Opportunities

Accounts Receivable Clerk, Accounts Payable Clerk, Full Charge Bookkeeper, Billing Clerk, Payroll Clerk, Inventory Clerk

Tulsa-Area Salary

\$10.79-\$16.69/hour

Financial Aid

Scholarships are available for eligible students. Call 918.828.5280 or email financialaid@tulsatech.org for detailed information.

Application Process

High school students see Tulsa Tech career counselor or sending school counselor.

Adults contact Tulsa Tech Admissions and Enrollment office at 918.828.5260, email admissions@tulsatech.org or check out our website at www.tulsatech.edu.

Courses by Career Majors

Financial Clerk - 600 Hours*

Fundamentals of Technology
Fundamentals of Administrative Technologies
Accounting I
Computerized Accounting
Career Major Capstone

Full Charge Bookkeeper - 1080 Hours*

Fundamentals of Technology
Fundamentals of Administrative Technologies
Administrative Technologies II
Accounting I
Accounting II
Computerized Accounting
Payroll Accounting
Financial Accounting
Career Major Capstone

*Career major, courses and hours are subject to change without notice

PENDING APPROVAL