2016-2017 | 918.352.2551
Business & Information Technology

Industry Certifications | License
*MOS Certifications – Word, Excel, PowerPoint, Access & Outlook
Oklahoma Career Readiness Certification
*Certification fees are not included in costs.

Quick Facts
Average Salary: $10.80/hr
Students: Adult & High School
Campus: Drumright, Sapulpa
Times: Morning, Afternoon, Full Day

Scheduling Information

Drumright: 8:25am – 11:15am
12:45pm – 3:35pm 8:25am – 3:35pm
Sapulpa: 8:25am – 11:15am
12:25 pm – 3:15 pm 8:25am – 3:15 pm

High school students attend morning or afternoon. Adults can choose from morning, afternoon or all day. Restrictions apply. Most classes follow the traditional August – May schedule. Ask about classes with Controlled Entry/Exit Options.

Entrance Requirements
Enrollment is open to in-district adults and high school juniors and seniors.

Application Process
Applications are available online at www.CentralTech.Edu on Central Tech campuses and high schools in our district. Return completed application to a Central Tech Recruiter or high school counselor. Additional information may be required.

Financial Aid
Financial aid is defined as any grant, part-time employment, scholarship, or other federally funded program. Students with financial need may be eligible - applies to career majors of 600 hours or more. Central Tech Federal School Code: 009964
Application for Federal Student Aid (FAFSA) www.fafsa.ed.gov.

College Connection
Get specific college connection information by contacting the college credit advisor

Career Majors
Estimated Tuition Books & Fees

Accounts Payable/Receivable Clerk
This career major prepares students to process payments made to a business, to maintain office records, to make deposits, and to take appropriate action on overdue payments. Students learn basic office and computer skills, including word processing, spreadsheet, database and presentation software. Beginning, advanced and computerized accounting principles are covered.

Class time by hours | 720 clock hours
120 FUNDAMENTALS OF TECHNOLOGY
120 ACCOUNTING I
120 COMPUTERIZED ACCOUNTING
120 ACCOUNTING II
120 FUNDAMENTALS OF ADMINISTRATIVE TECHNOLOGIES
120 CAREER MAJOR CAPSTONE

Administrative Assistant
This major prepares students for careers in administrative support and office management. Students gain high-level technology and managerial skills needed for success in competitive business careers. Office procedures, telephone etiquette and the integration of computer software packages are also covered in this major. Students gain skills required for the Certiport IC3 and Microsoft Office Specialist certifications.

Class time by hours | 600 clock hours
120 FUNDAMENTALS OF TECHNOLOGY
120 FUNDAMENTALS OF ADMINISTRATIVE TECHNOLOGIES
120 ADMINISTRATIVE TECHNOLOGIES II
120 OFFICE ADMINISTRATION & MANAGEMENT
120 CAREER MAJOR CAPSTONE

Entrepreneur
This major prepares students to develop and manage their own businesses. Students discover what skills are needed to become an entrepreneur, including developing a business plan, identifying market needs, marketing a business, maintaining records and accounting processes, managing finances, and integrating technology into business functions. Students gain the knowledge and skills necessary to make wise financial planning decisions and

Entrepreneur (con’t)
learn the legal, ethical and social obligations of a business owner.

Class time by hours | 960 clock hours
120 FUNDAMENTALS OF TECHNOLOGY
120 FUNDAMENTALS OF ADMINISTRATIVE TECHNOLOGY
120 ACCOUNTING I
120 PERSONAL FINANCE
120 INTRODUCTION TO ENTREPRENEURSHIP
120 ENTREPRENEURSHIP: BUSINESS MANAGEMENT
120 ENTREPRENEURSHIP: BUSINESS DEVELOPMENT
120 CAREER MAJOR CAPSTONE

Executive Administrative Assistant
This career major prepares students in higher-level content and strategies necessary to effectively engage students in technology and managerial skills needed for success in competitive business careers. This career major is designed to enhance administrative support, accounting and management skills needed in the workplace in administrative support and office management. Students gain high-level technology and managerial skills needed for success in competitive business careers.

Class time by hours | 960 clock hours
120 FUNDAMENTALS OF TECHNOLOGY
120 FUNDAMENTALS OF ADMINISTRATIVE TECHNOLOGIES
120 ADMINISTRATIVE TECHNOLOGIES II
120 OFFICE ADMINISTRATION & MANAGEMENT
120 CUSTOMER ASSISTANCE
120 ACCOUNTING I
120 COMPUTERIZED ACCOUNTING
120 CAREER MAJOR CAPSTONE

Financial Clerk
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.

Class time by hours | 480 clock hours
120 FUNDAMENTALS OF TECHNOLOGY
120 ACCOUNTING I
Business & Information Technology

Financial Clerk (con't)
120 FUNDAMENTALS OF ADMINISTRATIVE TECHNOLOGIES
120 CAREER MAJOR

Full Charge Bookkeeper
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.

Class time by hours | 960 clock hours
120 FUNDAMENTALS OF TECHNOLOGY
120 ACCOUNTING I
120 COMPUTERIZED ACCOUNTING
120 PAYROLL ACCOUNTING
120 ACCOUNTING II
120 FUNDAMENTALS OF ADMINISTRATIVE TECHNOLOGIES
120 ADMINISTRATIVE TECHNOLOGIES II
120 CAREER MAJOR CAPSTONE
Tuition: $1440 | Fees: $138 | Books & Supplies: $664.49 | Cost: $2242.49

Office Information Specialist
In this major students gain the technical and managerial skills needed for success in competitive business careers. They learn to integrate multiple software applications used in office settings. In addition, students acquire graphic web and digital communications skills. Students learn a variety of software packages used in desktop publishing and web design, and they develop the fundamental skills needed to create, revise, optimize and export graphics. Students gain skills required for numerous industry-related certifications including Adobe and Certified Internet Webmaster (CIW) credentials.

Class time by hours | 960 clock hours
120 FUNDAMENTALS OF TECHNOLOGY
120 FUNDAMENTALS OF ADMINISTRATIVE TECHNOLOGIES
120 ADMINISTRATIVE TECHNOLOGIES II
120 OFFICE ADMINISTRATION & MANAGEMENT
120 DESKTOP PUBLISHING & GRAPHIC DESIGN
120 FUNDAMENTALS OF WEB DESIGN
120 MULTIMEDIA & IMAGE MANAGEMENT TECHNIQUES
120 CAREER MAJOR CAPSTONE
Tuition: $1440 | Fees: $138 | Books & Supplies: $322 | Cost: $1900

Hospitality & Tourism Manager
This career major prepares students to work in the operation of hotels, restaurants, and travel and tourism related business. The career major contains both business and family and consumer sciences courses.

Class time by hours | 900 clock hours
120 FUNDAMENTALS OF TECHNOLOGY
120 FUNDAMENTALS OF ADMINISTRATIVE TECHNOLOGIES
120 OFFICE ADMINISTRATION & MANAGEMENT
60 INTRODUCTION TO HOSPITALITY & TOURISM
120 LODGING MANAGEMENT I
120 LODGING MANAGEMENT II
120 HUMAN RESOURCES CONCEPTS
120 CAREER MAJOR CAPSTONE/ADVANCED CAREER MAJOR CAPSTONE
Tuition: $1350 | Fees: $138 | Books & Supplies: $395 | Cost: $1883

Payroll Accounting Clerk
This career major provides students with the necessary skills to prepare, process and maintain a company's payroll. Students learn basic office and computer skills, including word processing, spreadsheet, database and presentation software. Beginning, advanced, payroll and computerized accounting principles are covered. Students gain skills required for the American Payroll Association's Fundamental Payroll Certification (FPC) exam.

Class time by hours | 840 clock hours
120 FUNDAMENTALS OF TECHNOLOGY
120 FUNDAMENTALS OF ADMINISTRATIVE TECHNOLOGIES
120 ACCOUNTING I
120 COMPUTERIZED ACCOUNTING
120 PAYROLL ACCOUNTING
120 ACCOUNTING II
120 FUNDAMENTALS OF ADMINISTRATIVE TECHNOLOGIES
120 ADMINISTRATIVE TECHNOLOGIES II
120 CAREER MAJOR CAPSTONE

* MOS Certification Fees are not included in costs - ($65 per each certification | $325 for all)

*Career Major costs are subject to change.