Business & Information Technology

Industry Certifications | License

*Microsoft Office Specialist (MOS) Certifications –
   Word, Excel, PowerPoint, Access & Outlook
Adobe Certified Associate (ACA) Certifications –
   Photoshop, InDesign, Dreamweaver
QuickBooks Certified User (QBCU) Certification
Entrepreneurship and Small Business (ESB)
   Certification
Brainbench Certifications
National Career Readiness Certification (NCRC)

Quick Facts

Students: Adult & High School
Campus: Drumright, Sapulpa
Times: Morning, Afternoon, Full Day

Scheduling Information

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

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.
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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 Programs of 600 hours or more. Central Tech Federal School Code: **009964**
Free Application for Federal Student Aid (FAFSA) www.fafsa.ed.gov.
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Programs

Accounts Payable/Receivable Clerk
This Program 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 Program Capstone

Tuition: $1080|Fees: $142|Books & Supplies: $483|Cost: $1705

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 Program Capstone

Tuition: $900|Fees: $142|Books & Supplies: $310|Cost: $1352

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 learn the legal, ethical and social obligations of a business owner.

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Entrepreneur – Cont.
Class time by hours |1050 clock hours
120 Fundamentals of Technology
120 Fundamentals of Administrative Technologies
120 Accounting I
120 Introduction to Entrepreneurship
120 Computerized Accounting
120 Personal Finance
 90 Entrepreneurship: Business Development
120 Entrepreneurship: Business Management
120 Program Capstone

Tuition: $1575|Fees: $142|Books & Supplies: $570|Cost: $2287

Executive Administrative Assistant
This Program 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 Program 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 | 1050 clock hours
120 Fundamentals Of Technology
120 Fundamentals Of Administrative Technologies
120 Administrative Technologies II
120 Office Administration And Management
 90 Interpersonal/Business Communications
120 Accounting I
120 Computerized Accounting
120 Customer Assistance
120 Program Capstone

Tuition: $1575|Fees: $142|Books & Supplies: $628|Cost: $2345

Financial Clerk
This Program 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
 120 Fundamentals of Administrative Technologies
 120 Program

Tuition: $720|Fees: $142 |Books & Supplies: $403|Cost: $1265

Industry Certifications | License

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QuickBooks Certified User (QBCU) Certification
Entrepreneurship and Small Business (ESB) Certification
Brainbench Certifications
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Full Charge Bookkeeper

This Program 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 | 1050 clock hours
- 120 Fundamentals of Technology
- 120 Fundamentals of Administrative Technologies
- 120 Accounting I
- 120 Accounting II
- 120 Computerized Accounting
- 120 Payroll Accounting
- 120 Administrative Technologies II
- 90 Interpersonal/Business Communications
- 120 Program Capstone

Tuition: $1575|Fees: $142|Books & Supplies: $483|Cost: $2200

Intro to Entrepreneurship

This major prepares students to develop and manage their own businesses. Students are introduced to career opportunities and the skills needed to become an entrepreneur. They learn the fundamental concepts, principles and ideas necessary for an entrepreneur to be successful. In addition, students gain skills necessary to effectively communicate with coworkers and with external business contacts.

Class time by hours | 600 clock hours
- 120 Fundamentals Of Technology
- 120 Fundamentals Of Administrative Technologies
- 120 Accounting I
- 120 Introduction To Entrepreneurship
- 120 Program Capstone

Tuition: $900|Fees: $142|Books & Supplies: $403|Cost: $1445

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 Certified Associate credentials.

Class time by hours | 1050 clock hours
- 120 Fundamentals of Technology
- 120 Fundamentals of Administrative Technologies

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Office Information Specialist – Cont.

120 Administrative Technologies II
120 Office Administration and Management
 90 Interpersonal/Business Communications
120 Desktop Publishing and Graphic Design
120 Fundamentals of Web Design
120 Multimedia & Image Management Techniques
120 Program Capstone

Tuition: $1575|Fees: $142|Books & Supplies: $331|Cost: $2048

*Program costs are subject to change.