### Accounting Diploma

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CLOCK HRS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1103</td>
<td>Computing Fundamentals</td>
<td>60</td>
</tr>
<tr>
<td>BUS 1113</td>
<td>Document Processing I</td>
<td>60</td>
</tr>
<tr>
<td>BUS 1173</td>
<td>Entrepreneurship &amp; Employment Skills</td>
<td>60</td>
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<tr>
<td>BUS 1123</td>
<td>Spreadsheet Applications</td>
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<tr>
<td>BUS 1133</td>
<td>Database Applications</td>
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<tr>
<td>BUS 1153</td>
<td>Business Communications</td>
<td>60</td>
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<tr>
<td>BUS 1183</td>
<td>Advanced Spreadsheet Applications</td>
<td>60</td>
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<tr>
<td>BFA 1213</td>
<td>Accounting I</td>
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<td>BFA 1273</td>
<td>Payroll Accounting</td>
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<tr>
<td>BUS 1193</td>
<td>Internship I</td>
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<tr>
<td>MOS 1203</td>
<td>Internship II</td>
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<tr>
<td>BFA 1223</td>
<td>Accounting II</td>
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<td>BFA 1233</td>
<td>Computerized Accounting I</td>
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<tr>
<td>BFA 1243</td>
<td>Computerized Accounting II</td>
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<tr>
<td>MOS 1253</td>
<td>Office Procedures</td>
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<tr>
<td>BFA 1263</td>
<td>Business Math</td>
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<tr>
<td><strong>TOTAL HOURS</strong></td>
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<td>960</td>
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### TCTC Approvals & Accreditations

The Oklahoma State Board of Career and Technical Education. Tri County Area Vocational-Technical School was created by the 1966 Legislature and approved by the State Board of Education in 1967.

The United States Office of Education, Vocational Division. Vocational training is offered in accordance with the standards prescribed by the Federal Vocational Smith-Hughes Act and all subsequent acts.

Tri County Technology Center is approved for Veteran’s Education Benefits, Pell Grants, WIA, and BIA programs.

The Vocational Rehabilitation Division of the State Department of Education.

The Commission of Institutions of Higher Education of the North Central Association of Colleges and Schools.
Program Description
Accounting provides adult students with the knowledge and skills necessary for success in modern accounting environments. Students learn generally accepted procedures and then apply them in various automated applications. Students will learn how to produce and interpret financial statements, maintenance of ledgers, maintenance of inventory, payroll, accounts payable and receivable, billing data entry and maintenance of accounting files in general. Students will learn skills that will make them employable to a variety of firms.

Career Opportunities
• Billing Clerk
• Accounts Receivable Clerk
• Accounts Payable Clerk
• Office Specialist
• Bookkeeper

Certifications Available
• Work Keys
• Brainbench

Student Organization
• Business Professionals of America (BPA)

Helpful Attributes & Abilities
• Suggested grade levels before entering program: Math and Reading - 9.0
• Strong interpersonal skills
• Positive attitude
• Dependability
• Teamwork
• Problem solving & critical thinking skills
• Strong written communication skills

Program Length
Accounting Diploma (Adult) - 960 hours

Schedule
Monday through Friday classes
Full or half day scheduling available

Who Can Enroll
Adults

College Credit
Available through:
• Coffeyville Community College
• Oklahoma Wesleyan University
• Oklahoma State University - IT

Approximate Program Cost
Adult (in district): $2,410.25
Adult (out of district): $2,986.25
* Adult program cost includes: books, uniforms, CTSO fees, graduation fees & limited supplies.

The Board of Education of Tri County Technology Center School District #1, its administration and/or their agents reserve the right to change information without notice when circumstances warrant such action. Tri County Technology Center is an Equal Opportunity institution in accordance with civil rights legislation and does not discriminate on the basis of sex, race, age, religion, color, national origin, disability, veteran or marital status in the operation of its educational programs, activities, recruitment and admission practices. Concerns regarding this policy should be addressed to Tiffany Bruce, Compliance Officer, Tri County Technology Center, 6101 SE Nowata Road, Bartlesville, Oklahoma, 74006, (918) 331-3241, tbruce@tctc.org. This publication is issued by Tri County Technology Center as authorized by its Board of Education. Program costs are subject to change. Contact counselor for additional information.

Aug. 2013

Financial Aid is available
Contact Tami Garcia at (918) 331-3263