GREAT PLAINS TECHNOLOGY CENTER
COURSE OF STUDY

Career Cluster:	Finance
Career Pathway:	Accounting
Local Program:	Accounting Services (FN0016000)
Program Hours:	Secondary Students: 500 Hours Adult Students: 500 Hours
Instructor:	Name: Alanna Prater Office Number: (580) 250-5615 E-Mail Address: aprater@greatplains.edu
Academic Credit:	Secondary Students: 3 high school credits per year - *OK Promise Credit Adult Students: Transcript
Prerequisites:	None

Program Description:
Accounting Services will equip students with the fundamental principles of financial management and prepare them for any entry-level accounting position. Focus will be given to the principles of accounting and bookkeeping, computerized accounting including QuickBooks proficiency and advanced Excel techniques, and payroll management. Accounting Services combines classroom instruction with hands-on training as well as collaboration with other programs on real-world projects. All students will be given the opportunity to join a Career and Technology Student Organization (CTSO). Accounting Services is part of Business Professionals of America (BPA)

Program Goals:
Students enrolled in this program will develop the skills and attitudes needed to successfully enter the financial field according to their personal choice, ability, and resourcefulness.

Upon achieving the goals of this program, students will:
- Become competent in the basic skills of the accounting profession or other business-related field.
- Become qualified for further related education and/or entry into the job market.
- Participate as responsible citizens.
- Demonstrate independence in using problem-solving and critical thinking techniques in completing all work assignments.
- Develop the ability to work with limited supervision.
- Accept and abide by the rules and regulations established by the school and/or place of employment.

Related Career Opportunities:
- Accounts Payable/Receivable Clerk
- Payroll Accounting Clerk
- Bookkeeper
- QuickBooks Clerk
- Bank Teller

Program Objectives:
After successful completion of this program, the student will be able to:
- Apply bookkeeping principles.
- Record and categorize financial transactions accurately.
- Adhere to legal requirements in payroll administration and processing, including tax calculations and compliance.
- Set up and maintain company accounts, track expenses, and generate financial reports.
- Create Excel spreadsheets and understand and utilize Excel functions and formulas relevant to accounting tasks.
- Think critically and problem-solve, especially as related to accounting discrepancies and balancing.
- Exhibit an ethical and professional attitude, including attention to detail, time management, and continuous learning.
- Use Microsoft Word to generate business-related documents required for accounting communications.

DESCRIPTION OF COURSES

Course #	Course Name	Theory	Lab	Total

BT00182   Fundamentals of Technology (8169*)   40   80   120
This course will provide students with the fundamental technology concepts, principles, and ideas needed to understand how business is operated and managed in a rapidly changing global environment, which is needed for success in careers in business-related fields. This course also provides job readiness skills and soft skills that are critical for success in any workplace setting. Students will gain comprehensive, advanced skills in Microsoft Word and Microsoft Excel.

BT00011   Accounting/Bookkeeping (8107)   40   80   120
This course will provide students with a strong foundation in generally accepted accounting principles and techniques needed for success in careers in accounting or other business-related fields.

BT00035   Computerized Accounting (8109*)   40   80   120
This course is designed to integrate accounting principles using computerized accounting system(s) such as QuickBooks and Excel.

BT00119   Payroll Accounting   20   40   60
This course will provide students with a strong foundation in payroll principles and techniques needed for success in careers in accounting or other business-related fields.

BT00110   Program Capstone   20   60   80
Internships, project-based instruction, and additional industry certifications will be utilized in this course to reinforce skills obtained within any Accounting program. Students will make final preparations for industry certifications as they master outlined competencies. Students will select from various project options to finalize portfolios that highlight skills and certifications. Students may also undertake special projects, cross-train, or participate in workplace learning opportunities to enhance skills in accordance with industry demands.

Program Total:	Theory	Lab	Total
High School Student:	160	340	500
Adult Student:	160	340	500

Evaluation Policy:

Employability Grades (100 points per week; 20% of final grade)
The employability skills grade is based on 20 points per day (which may include: attitude, attendance, safety, punctuality, cooperation, participation, clean-up, class preparation, school/classroom rules, and time management). Points will be deducted if these responsibilities are not met at the instructor's discretion. Students will be allowed to make up unearned employability points for **excused** absences only. Full credit will be given for assignments/tests that have been made up due to excused absences only (see Student Handbook).

Performance Grades (40% of final grade)
- Live projects
- Performance or skill tests
- Homework
- Written Assignments

Quiz/Test Grades (40% of final grade)
- Test grades will be based on a 100-point scale.
- Test grades include written and/or skills tests.
- A test will be given for each unit of instruction.
- Tests are to be taken as a unit is completed.
- Tests must be completed within allotted time.

Final Grade (9 Weeks Period)
9-weeks grade will be calculated by averaging grades in each category and summing each category according to their assigned weight. Progress reports will be sent to home schools at six and twelve-week intervals each semester as required or requested. Grades are accessible on-line at http://sonisweb.greatplains.edu/studsect.cfm

Grading Scale:
The grading scale as adopted by the Board of Education is as follows:

A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = Below 60
W = Withdrawn
I = Incomplete
N = No Grade (Refer to Student Handbook)

Make-Up Work Policy:
All Make-Up Work is the Responsibility of the Student. Make-up work will be handled as specified in the Student Handbook. Please be sure to read and understand all student policies, especially make-up of assignments, tests and employability due to absences. Students should always arrange for any make-up work with the instructor as per the Student Handbook. Students should keep track of his or her progress and grades.

Attendance Policy:
For specific information related to attendance and tardiness refer to the Student Handbook. Students should keep a written record of their absences and tardiness.

Course Requirements and Expectations:
The general course requirements and expectations include:
- Teaching methods consist of both lecture and "hands on" projects.
- Students must be able to sit at a computer for the majority of the school/workday.
- All students must adhere to the policies and procedures in the GPTC Student Handbook.
- Career Tech Student Organizations (CTSOs) offer outstanding opportunities for development of leadership and social skills. CTSO membership is part of the curriculum. Therefore, all students are members of their CTSO and are expected to participate in CTSO activities.
- Students are required to interact with a variety of people and must treat everyone with respect.
- Computer literacy is taught in the course, and mastery is imperative for success in the field as most tasks are centered around computers and technology.
- Advanced math skills are NOT required, but students will be required to work with numbers and perform addition, subtraction, multiplication, division, and develop an understanding of basic algebraic equations as they relate to accounting.
- Students will work with numbers and money, and attention to detail is crucial and will be emphasized in the course.
- Employment in the field may require candidates to pass a drug screen and background/credit checks.
- Students must pass certification exams.

Student Behavior Includes:
- Wear the student name badge at all times
- Follow the proper procedure if you are to be absent, tardy or have a school activity
- Abide by the rules in the student handbook, as well as those established inside the classroom
- Be Prompt. Enter the classroom quickly and quietly ready to start the lesson for each day Students who provide their own transportation must arrive at the start of class
- Be Prepared. Ensure that you have all materials needed for each day
- Be Respectful. Disrespect for others and authority will not be tolerated
- Be Responsible. Take responsibility for all of your actions academically as well as socially
- Perform proper shutdown procedures at the end of each class (turn off power to all workstation equipment or as directed, clean individual work area, return books/supplies, etc.)
- Complete homework assignments that may be given

NOTE: For additional information or questions regarding the GPTC School policies and procedures, please refer to the Student Handbook and/or the Instructor.

Industry Alignments:
- National Association of Certified Public Bookkeepers
- The Institute of Internal Auditors (IIA)
- Financial Accounting Standards Board (FASB)
- International Accounting Standards Board (IASB)
- Governmental Accounting Standards Board (GASB)
- Chartered Institute of Management Accountants (CIMA)
- Association for Financial Professionals (AFP)

Certification Outcomes:

Tier 1 – Certifications Recognized, Administered and/or Endorsed by Industry
- Certiport: MOS: Excel (0145)
- Certiport: MOS: Word (0143)
- Certiport: QuickBooks Certified User (0010)
- Intuit Certified Bookkeeping Professional (0012)

Tier 2 – Certifications Endorsed by Industry Organizations
- ODCTE: Accounts Payable Clerk (0001)
- ODCTE: Accounts Receivable Clerk (0002)
- ODCTE: Payroll Clerk (0004)

CIP Code and SOC Code Crosswalk:
- CIP Code – 52.0302 (Accounting Technology/Technician and Bookkeeping)
- SOC Code – 43-3031 (Bookkeeping, Accounting, and Auditing Clerks)

OCAS program code:
- 9258 – Accounting

OCAS course code:
- 8169 – Fundamentals of Technology
- 8109 – Computerized Accounting

Instructional Materials:

Textbooks: