

AUTRY

TECHNOLOGY CENTER
THE WORKFORCE CAPITAL

POWERED BY
careertech

BUSINESS MANAGEMENT AND ENTREPRENEURSHIP

\$10-89 PER HOUR
(OK SALARY RANGES)

- ✔ **To prepare individuals to succeed in today's fast-paced, competitive world of work as business professionals in the areas of Accounting, Entrepreneurship, Executive Administrative Assistant or Medical Office.**

This program prepares students with the skills needed for success in competitive business careers. Students will work with the most up-to-date software and technology as they learn about office administration and management, accounting and financial management, medical office records management, and customer service and assistance. The new entrepreneurial curriculum is designed to provide a solid theoretical understanding and application of designing, launching and managing a new business venture. Social media strategies for business will be incorporated into the classes using Facebook, Instagram and Twitter. Upon completion of one of the four business areas, students will be eligible to take national certifications in their field of study.



"Autry gave me the opportunity to learn more about keeping books so I can help with my family's business."
-Shalyn P.

CAREERS AVAILABLE IN THE INDUSTRY:

- Hospitals
- Medical offices
- Clinics
- Adult care facilities
- Schools and colleges
- Local, state and federal government agencies
- Corporate settings
- Business offices
- General bookkeeping
- Accounting firms
- Banks
- Law firms
- Entrepreneurship

LICENSURE / CERTIFICATIONS:

- Certified Billing and Coding Specialist (CBCS)
- Fundamental Payroll Certification
- Certified Coding Associate (CCA)
- Intuit QuickBooks Certified User
- Certified Coding Specialist (CCS)
- Internet and Computing Core Certification (IC³)
- Certified Professional Coder-Apprentice (CPC-A)
- MOS Access
- Certified Electronic Health Records Specialist (CEHRS)
- MOS Excel
- MOS Excel Expert
- Registered Health Information Technician
- MOS PowerPoint
- Certified Bookkeeper
- MOS Word
- Entrepreneurship & Small Business
- Social Media Strategist
- MOS Word Expert
- Administrative Assistant Certification (CAA)



CONTACT STUDENT SERVICES
for current tuition rates
and enrollment information.
580.242.2750



Oklahoma's Promise Availability

Tuition is free for in-district high school students.
Tuition for in-district adults is \$2.00/hour.

*2016 Oklahoma salary ranges were obtained from O*Net OnLine

COMMUNITY WORKFORCE RESOURCE | CULTIVATING ENDLESS POSSIBILITIES



COURSE LENGTH/IN-DISTRICT TUITION AND COSTS

Aug-May M-F High School: 8:15-10:45am/12:30-3:15pm*
M-F Adult: 8:15-11:15am/12:30-3:30pm
**One block options are available for scheduling in this program.*

Tuition: In-District / Out-of-District \$1050 / \$2100 Half Day
or \$2100/ \$4200 Full Day

Who Can Enroll: Adults and High School Juniors & Seniors

Additional Cost of books and supplies approx.: \$1,621

HIGHLIGHTS

- Hands-on experience using state-of-the-art equipment and current software.
- Competency certification.
- Development of work ethics and leadership skills through the student organization, Business Professionals of America.
- Supervised work experience and job shadowing available.

AREAS OF INTEREST & HELPFUL SKILLS

- Organized
- Enjoy helping others
- Able to work in teams
- Detail oriented
- Able to multi-task
- Computer skills

This program is accredited by the Oklahoma State Department of Education and the Oklahoma Board of Career and Technology Education.

APPLICATION POLICY

High school juniors and seniors make application for Autry enrollment during their high school spring and/or fall enrollment (**in-district only**).

Adults make application for enrollment following the completion of high school spring enrollment (in-district only). Out-of-district adults may make application for enrollment after the completion of in-district enrollment.

ADMISSION PROCEDURES

Who can enroll: Adults and High School Juniors & Seniors

Graduating seniors and high school students submit standardized test results, attendance records, and transcripts with their application forms. Before being admitted, a career counselor will interpret the results of standardized tests and review transcripts, attendance, and behavior to determine interest and suitability for enrollment. If current standardized testing is not available, an ACT WorkKeys Curriculum assessment may be required. A personal interview will be conducted with each applicant.

Adults applying for admission must take the ACT WorkKeys Curriculum assessment if current standardized testing is not available. An Autry career counselor will interpret the results of the assessment to determine interest and suitability for enrollment. A personal interview will be conducted with each applicant.

ENROLLMENT INFORMATION

Financial Aid: There are financial aid options available for qualified students. Contact the financial aid office at Autry Technology Center for more information.

Autry Scholarship: This scholarship is available to high school graduates who: (1) live in the Autry district (2) lived in the Autry district their senior year in high school, and (3) meet enrollment guidelines. This scholarship covers 100% tuition for up to three years immediately following high school graduation. The cost of books and supplies is the responsibility of the student. Scholarship eligibility will be reviewed each semester.

Tuition: In-district high school students pay no tuition for full-time career programs. In-district adult students pay in-district rates. In-district adults are defined as post-secondary individuals who have established legal/permanent residence in the Autry district. All others pay out-of-district rates.

Expenses: May include, but are not limited to, textbooks and supplies available at <http://autrytech.edu/student-services/books-supplies/>.

autrytech.edu



BUSINESS MANAGEMENT AND ENTREPRENEURSHIP

BUSINESS MANAGEMENT AND ENTREPRENEURSHIP PROGRAM

PROGRAM: ENTREPRENEURSHIP

DISCLOSURE

potential courses

Entrepreneurship
Business Management
Accounting I
Computerized Accounting
MS Excel
MS PowerPoint
Customer Service
Social Media for Business
Web Design for Business
Career Major Capstone

Choose one of the following:

Advanced Excel
Payroll Accounting I
Business Math

Total Class Hours - 1050

PROGRAM: ACCOUNTING SERVICES

DISCLOSURE

potential courses

Accounting I
Computerized Accounting
Accounting II
Payroll Accounting I & II
MS Excel
MS Access
Career Major Capstone

An additional completion of 360 hours from the following list must be obtained by the student based on their career objective:

Financial Accounting
MS Word
MS PowerPoint
Advanced Excel
Business Math
Social Media for Business
Web Design for Business
Business Management
Customer Service
Advanced Career Major Capstone

Total Class Hours - 1050

PROGRAM: MEDICAL OFFICE

DISCLOSURE

potential courses

Foundations of the Medical Office
ICD-CPT Coding
Patient Billing
Medical Insurance
Electronic Health Records
Career Major Capstone

An additional completion of 240 hours from the following list must be obtained by the student based on their career objective:

Advanced Career Major Capstone
MS Word
MS Excel
Social Media for Business
Web Design for Business
Business Management
Office Management
Business Math

Total Class Hours - 1050



PROGRAM: EXECUTIVE ADMINISTRATIVE ASSISTANT

DISCLOSURE

potential courses

MS Word
MS Excel
MS Access
MS PowerPoint
Office Administration & Management
Customer Service
Accounting I
Computerized Accounting
Career Major Capstone

An additional completion of 300 hours from the following list must be obtained by the student based on their career objective:

Advanced Excel
Business Math
Payroll Accounting I
Social Media for Business
Web Design for Business
Business Management
Advanced Career Major Capstone

Total Class Hours - 1050



For further information regarding Gainful Employment in the program, please access the following link:
<http://autrytech.edu/student-services/gainful-employment-disclosures/>

- **EMPLOYMENT OPPORTUNITIES**

The Job Developer with Autry Technology Center works diligently to match students with jobs available in industry. Any questions regarding current employment opportunities should be directed to the Job Developer.

- **SALARY RANGE**

Listed below is the salary range in Oklahoma for Business Management and Entrepreneurship obtained from O*Net OnLine.

| 2016 | | | | |
|------------------------------------|--------|------------|---------|-------------|
| | | Lowest 10% | Median | Highest 10% |
| Medical Office | Hourly | \$10.04 | \$14.06 | \$20.83 |
| Accounting Services | Hourly | \$10.46 | \$16.67 | \$25.49 |
| Executive Administrative Assistant | Hourly | \$13.95 | \$20.55 | \$34.02 |
| Entrepreneurship | Hourly | \$19.66 | \$37.47 | \$88.54 |

- **OCCUPATIONAL CHARACTERISTICS**

(Information obtained from the US Dept. of Labor Statistics Occupational Outlook Handbook)

Business Management and Entrepreneurship students perform highly specialized work requiring knowledge of technical terminology, customer service, office/business practices, billing and bookkeeping, scheduling, maintaining accurate records, accounting processes, managing finances, developing a business plan, and integrating the latest technology and social media into business functions. Specific job duties vary widely among the fields of Business Management and Entrepreneurship.

- **ACCREDITATIONS**

Oklahoma Board of Career and Technology Education
Oklahoma State Department of Education

INSTRUCTOR(S)



TERA DAVIS

Tera Davis has been a Business Management and Entrepreneurship instructor at Autry Technology Center since 2008. She has a Bachelor Degree in Business Education from Phillips University and a Master Degree in Adult Education. Mrs. Davis is also a National Board Certified Teacher and worked for several years as a Career and Technology Education instructor at a comprehensive high school. Mrs. Davis is an active member of the Business and Information Technology Teachers' Association, and assists in sponsoring the student organization Business Professionals of America. Mrs. Davis has several state and national winners in the administrative and medical office division.



LAVON HOLTZINGER

Lavon Holtzinger has been a Business Management and Entrepreneurship instructor at Autry Technology Center since 2000. She holds a bachelor's degree from Phillips University and is a National Board Certified Teacher. She is also a Certified Public Accountant with experience in public accounting. Mrs. Holtzinger worked for several years as a Career and Technology Education instructor at a comprehensive high school. Mrs. Holtzinger is an active member of the Business and Information Technology Teachers' Association and has served as secretary for the division. She is also a sponsor of the student organization Business Professionals of America. Mrs. Holtzinger has several state and national winners in the accounting, administrative and entrepreneurship division.

| AUTRY TECHNOLOGY CENTER | ANNUAL NOTICE OF REQUIRED DISCLOSURES OF STUDENT CONSUMER INFORMATION | 2018-2019 |
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| What to Disclose, When & to Whom | Brief Description of Information to be Disclosed | Where to Find Full Disclosure Information |
| What: Institutional Information When: Upon Request To: Enrolled Students Prospective Students | <ul style="list-style-type: none"> • Cost of attending Autry Technology Center i.e.: Tuition and Fees • Institutional Refund Policy/Requirements for officially withdrawing from school • Information regarding the school's programs & academic support • Entities that accredit, approve, or license the school & its programs & procedures for reviewing accreditation, approval, or licensing documentation • Description of any special services & facilities for students with disabilities • Titles & availability of employees responsible for dissemination of institutional & financial assistance information & how to contact them • Penalties & institutional policies on copyright infringement, including unauthorized peer-to-peer file sharing • Net Price Calculator • Constitution Day/Voter Registration/Vaccination Policies • Grievance Procedures | <ul style="list-style-type: none"> • Autry Website www.astrytech.edu • Student Handbook • Consumer Information Guide • Autry Course Catalog • Program Description Handouts |
| What: Financial Assistance Information When: Upon Request To: Enrolled Students Prospective Students | <ul style="list-style-type: none"> • Description of all available federal, state, local, private & institutional financial assistance, & a description of: (1) application form & procedures; (2) student eligibility requirements; (3) selection criteria; & (4) criteria for determining the amount of a student's award • Rights & responsibilities of students receiving Title IV & other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; (4) method & frequency of financial aid disbursements; (5) books & supplies policy • Procedures for the Return of Title IV Aid and Repayments by withdrawn students | <ul style="list-style-type: none"> • Autry Website www.astrytech.edu • Student Handbook • Consumer Information Guide • FAFSA website: www.fafsa.gov • Financial Aid Policy & Procedures |
| What: Family Education Rights and Privacy Act (FERPA) When: Upon Request, Annually Local Newspaper To: Enrolled Students Parents of enrolled students under the age of 18 Prospective Students | <ul style="list-style-type: none"> • Right to & procedures for inspecting & reviewing student's education records • Right to & procedures for requesting amendment of student's education records believed to be inaccurate or misleading • Right to file a complaint with the Department of Education for alleged school's or educational agency's failure to comply with FERPA requirements • Right of school to disclose personally identifiable information contained in student's education records without prior consent (34 CFR §99.31) • Students right & procedures for directory information to not be disclosed | <ul style="list-style-type: none"> • Student Handbook • Consumer Information Guide • Board of Education Policy and Procedure Manual • http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html |
| What: Completion/Graduation Rate, Retention Rate, & Transfer Out Rate When: Ongoing Upon Request To: Enrolled Students Prospective Students | <ul style="list-style-type: none"> • The institution's completion rate for full-time, first-time, certificate seeking students enrolled at the post-secondary level who completed their career major within 150% of the normal time (scheduled length of career major) for completion • Transfer-out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution • Information on student body diversity in the categories of gender & ethnicity of enrolled students who receive Federal Pell Grants • Retention rates of certificate seeking first-time full-time students as reported to the Integrated Postsecondary Education Data System (IPEDS) | <ul style="list-style-type: none"> • U.S. Dept. of Ed's College Opportunities On-Line website: nces.ed.gov/collegenavigator • Autry ODCTE Profile |
| What: Drug & Alcohol Abuse Prevention When: Annually & Upon Enrollment or Hire To: Enrolled Students Current Employees | <ul style="list-style-type: none"> • Information on preventing drug & alcohol abuse • Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs & alcohol by students & employees on the school's property, or as part of the school's activities • A description of the sanctions under local, state & federal law for unlawful possession, use or distribution of illicit drugs & alcohol • A description of drug & alcohol abuse education programs, counseling, treatment, or rehabilitation programs available to students & employees • A description of the health risks associated with the use of illicit drugs & alcohol • A clear statement that the school will impose sanctions on students & employees for violations of the standards of conduct (consistent with local, state & federal law) & a description of these sanctions, up to & including expulsion, termination of employment, & referral for prosecution | <ul style="list-style-type: none"> • Autry Website www.astrytech.edu • Student Handbook • Consumer Information Guide • Board of Education Policy and Procedure Manual |
| What: Campus Security Report When: Annually by October 1 To: Enrolled Students Current Employees When: Upon Request To: Prospective Students Prospective Employees When: Annually by date specified To: U.S. Dept. of Education | <ul style="list-style-type: none"> • Crime statistics for 3 most recent years concerning the occurrence on campus, in or on non-campus buildings or property & public property reported to campus security authority or local police. Policies concerning the security of & access to campus facilities & procedures to report campus crimes or other emergencies • Disciplinary actions regarding the possession, use & sale of alcoholic beverages & illegal drugs & enforcement of state underage drinking laws & federal & state drug laws • Programs to inform students & employees about campus security policies, procedures & practices & encourage responsibility for the prevention of crime. • Policies regarding sex offenses & where to obtain information concerning registered sex offenders. • Emergency response & evacuation policy, procedures & programs • Campus Sexual Violence Elimination Act and Violence Against Women Reauthorization Act information, policies, and procedures | <ul style="list-style-type: none"> • Autry Website www.astrytech.edu • Student Handbook • Consumer Information Guide • Emergency Handout for Staff |
| What: Gainful Employment To: Prospective/Enrolled Students | <ul style="list-style-type: none"> • Information on graduation rates, the median debt of students completing the program, program costs, job placement, types of employment, etc. | <ul style="list-style-type: none"> • Autry Website: www.astrytech.edu/student-services/gainful-employment-disclosures |

Paper copies of Disclosure Information available from Student Services.

This notice is distributed annually to all current and prospective students. It is also located on Autry's website, in the Student Handbook, and Consumer Information Guide.

Autry Technology Center does not discriminate on the basis of race, color, sex, pregnancy, gender, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

Questions or concerns should be directed to the Director of Student Services or the Assistant Superintendent.

Autry Technology Center no discrimina en base a raza, color, género, estado de embarazo, nacionalidad de origen, religión, discapacidad, estado de veterano, orientación sexual, edad o información genética.

Las preguntas o inquietudes deben dirigirse al Director de Servicios Estudiantiles o al Asistente del Superintendente.