

## BUSINESS MANAGEMENT & ENTREPRENEURSHIP

**\$11-96 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.

Students 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, and customer service and assistance. The entrepreneurial curriculum provides a solid theoretical understanding and application of designing, launching and managing a business venture. Social media strategies for business are incorporated into the programs using Facebook, Instagram and Twitter.



*"I feel like Autry Tech helped me become a more outgoing person. I love meeting new people and learning new skills I can apply in life."*

-Dylan M.

### 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 (IC<sup>3</sup>)
- 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
- 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.**

\*2019 Oklahoma salary ranges were obtained from O\*Net OnLine



## 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: Books and supplies for adults are approximately  
 Accounting Services: \$659  
 Executive Admin. Asst.: \$559  
 Medical Office: \$947  
 Entrepreneurship: \$529

## HIGHLIGHTS

- Hands-on experience using state-of-the-art equipment and current software.
- Industry recognized and competency certifications.
- Development of work ethics and leadership skills through the student organization, Business Professionals of America.
- Supervised work experience and job shadowing available.
- Personal Finance Education (Dave Ramsey)

## 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

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

**In-district adults** can make application throughout the year and will be considered for enrollment following the completion of in-district high school enrollments. Out-of-district adults will be considered after completion of in-district adult enrollment.

## ADMISSION PROCEDURES

After submitting an online application and in order to be considered for enrollment, the following information will be collected and scored in a rubric:

### HIGH SCHOOL STUDENTS

- Attendance
- Current high school transcript with cumulative GPA
- Test scores (Pre-ACT, ACT, PSAT, SAT, or Next-Generation Accuplacer)
- 2 interview questions

### GRADUATING IN-DISTRICT SENIORS

- Complete high school transcript with final GPA
- Test scores (Pre-ACT, ACT, PSAT, SAT, or Next-Generation Accuplacer)
- 2 interview questions

### ADULTS

- Successful college hours or current test scores (Pre-ACT, ACT, PSAT, SAT, or Next-Generation Accuplacer)
- 2 interview questions

Adults applying for admission must take the Next-Generation Accuplacer assessment if successful college hours or current standardized testing is not available. An Autry career counselor will interpret the assessment results to determine interest and suitability for enrollment.

## ENROLLMENT INFORMATION

**Financial Aid:** Financial aid options are 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 Tech district (2) lived in the Autry Tech 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 Tech 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 & ENTREPRENEURSHIP PROGRAM

**PROGRAM: EXECUTIVE ADMINISTRATIVE ASSISTANT**

**\$13-31 PER HOUR  
(OK SALARY RANGES)**

**potential courses**

Fundamentals of Administrative Technologies  
Administrative Technologies II  
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 students based on their career objective:*

Advanced Excel  
Business Math  
Payroll Accounting I  
Social Media for Business  
Web Design for Business  
Business Management  
Accounting II

**Total Class Hours - 1050**





# BUSINESS MANAGEMENT & ENTREPRENEURSHIP

## • 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 & Entrepreneurship obtained from O\*Net OnLine.

2019				
		Lowest 10%	Median	Highest 10%
Medical Office	Hourly	\$11.01	\$15.42	\$21.24
Accounting Services	Hourly	\$10.50	\$17.96	\$28.54
Executive Administrative Assistant	Hourly	\$13.40	\$19.61	\$31.20
Entrepreneurship	Hourly	\$19.66	\$40.80	\$96.14

## • 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's degree in Business Education from The University of Central Oklahoma and a master's 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.