

## Accounting Associate

### DESCRIPTION:

In this career option, students will work with the most up-to-date software and technology. Students learn accounting applications and gain extensive hands on experience with accounting software used in the industry. Instruction includes preparation of financial statements, accounts payable, accounts receivable, billing and inventory. Adult students have the opportunity to participate in the “on-the-job” training program (OJT). Students will prepare a portfolio which markets their skills by showcasing examples of their work, certifications, resume and other professional information. This program is accredited by the OSDE and the ODCTE.

### CERTIFICATIONS/CREDENTIALS:

- Accounts Rcv./Billing Fundamentals
- Accounts Payable Fundamentals
- Bookkeeping Fundamentals
- WorkKeys
- QuickBooks Pro
- Microsoft Certifications (Various)

### CAREER OPPORTUNITIES:

- Accounting Assistant
- Accounting Associate
- Accounting Clerk
- Accounts Receivable Clerk
- Accounts Payable Clerk
- Bookkeeper

**SALARY :** **NWOK (Avg.) \$45,860**

By utilizing the SOC Code: 43-3031 for an Accounting Associate at [www.onetonline.org/link/summary/43-3031](http://www.onetonline.org/link/summary/43-3031) additional information including working conditions, physical requirements, knowledge skills and salary range can be found. Gainful employment including related occupations, program costs, length, on-time completion/graduation rates, job placement rates, and median loan debt is available at <http://www.nwtech.edu/gainful-employment/>.

### COST OF ATTENDANCE:

High School In-District Students - No Tuition Charge



Scan here to learn more about the cost of attending this program at NWTC as an adult student!

More information on tuition, fees, estimated cost of attendance, estimated living expenses and financial aid for adult students can be found at <https://nwtech.edu/student-services/financial-aid-tuition/>.

### COURSE INFORMATION 960 Hours

Fundamentals of Technology	120 Hrs.
Fundamentals of Admin.Tech. I	120 Hrs.
Fundamentals of Admin.Tech. II	120 Hrs.
Accounting I	120 Hrs.
Accounting II	120 Hrs.
Computerized Accounting	120 Hrs.
Payroll Accounting	120 Hrs.
Accounting Associate Capstone	120 Hrs.

High School Students may use this career option to fulfill computer science credits needed for graduation.

### INSTRUCTOR:

Pam Malone, Instructor  
 pmalone@nwtech.edu  
 1801 Eleventh St., Alva, OK 73717  
 580.327.0344

### CONNECT ON SOCIAL MEDIA:

[www.nwtech.edu](http://www.nwtech.edu)  
<https://www.facebook.com/northwesttechnologycentercomputerandbusinesstech>

### SCHEDULES AVAILABLE:

8:05 am - 11:05 am  
 12:35 pm - 3:35 pm  
 (2 Hr. Block Upon Approval)

Full-time adult students attend both sessions.

### APPLICATION & ADMISSIONS:

Complete an application at <https://nwtech.edu/student-services/enrollment-process-es/>.

For Admission Questions or To Schedule a Visit:  
 Call NWTC at 580.327.0344. Financial assistance is available to adult students who qualify. ID=In-District; OD=Out-of-District

Non-Discrimination Info  
 English/Spanish

