

Business & Information Technology



Adult Tuition Information

TUITION	In District	\$1.75 an hour
	Out of District	\$3.50 an hour

OTHER Certification/Testing – Various Prices

ADULT FEES Book Costs are additional

www.hptc.net

Certifications Available:

-Microsoft Office Specialist

Microsoft Office Specialist in Word
Microsoft Office Specialist in PowerPoint
Microsoft Office Specialist in Excel
Microsoft Office Specialist in Access

-Internet and computing: IC3

Computer Fundamentals
Key Applications
Living Online

-Brainbench.com

Computer Applications
Business Technology
Accounting Service

-Oklahoma Career Technology

Accounting
Computer

Course Information

Pursue a career in any of the following fields or even start your own business. Pathways include Administrative and Information Support, Business Financial Management and Accounting, Banking & Related Services and Interactive Media. These are just a few of the great career opportunities with training from High Plains' Business and Information Technology Education Program.

Earn college credit through Northern Oklahoma College: up to 30 credit hours toward an Associate of Applied Science (AAS) degree in Office Management. Ask the instructor about other college credit options from additional colleges.

Helpful Attributes

Develop Teamwork and Build Leadership Skills, Gain Communication Skills, Expand Business Qualifications, Explore Career Planning, Earn College Credit

For more information call 580.256.6618.

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Starting Salary Range: \$27,000-\$55,000 per year
Who Can Enroll: High School Juniors and Seniors
And Post Secondary Students
College Credit: NOC, OSU-Okmulgee, Cowley
County Community College



www.hptc.net

Career Opportunities

- Administrative Assistant (700 hours)
- Medical Transcriptionist (1140 hours)
- Medical Office Assistant (970 hours)
- Office Information Specialist (1060 hours)
- Accounts Payable/Receivable Clerk (820 hours)
- Full Charge Bookkeeper (1060 hours)
- Payroll Accounting Clerk (940 hours)
- Financial Customer Service (820 hours)
- Desktop Publisher/Graphic Designer (730 hours)
- Graphic Design Specialist (970 hours)
- Animator (850 hours)
- Web Designer Entry Level (730 hours)

Business & Information Technology Education

Business and Information Technology Education (BITE) is geared toward college bound and career driven individuals. This program offers flexible scheduling which allows you to continue to pursue educational goals while still maintaining family, career commitments and school activities. BITE offers training for many business and industry certifications through their career paths. BITE provides over 40 courses within its curriculum.

Leadership development, networking and community service are also important aspects of the BITE program. BITE offers an active chapter of Business Professional of American (BPA) and has had many state and national contest winners over the past several years. In this program, you can also earn up to 30 college credit hours.

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