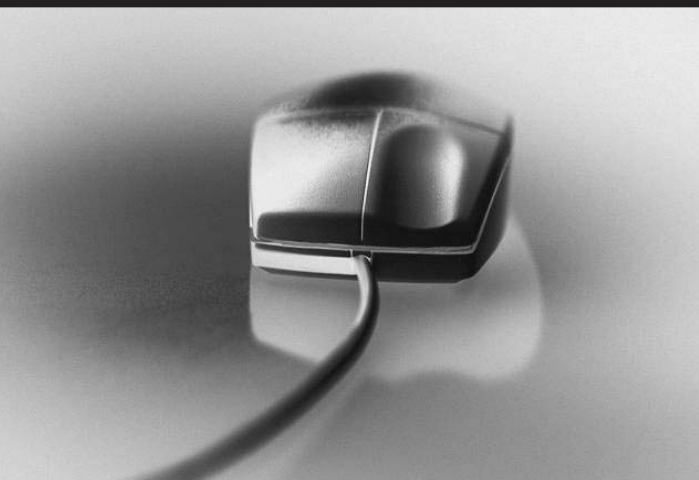


# Business & Information Technology



## Adult Tuition Information

<b>TUITION</b>	In District ( 1/2 day ) /Semester \$328.12 In District (Full day)/Semester \$656.25 Out of District (1/2 day)/Semester \$656.25 Out of District (Full day)/Semester \$1312.50
<b>OTHER</b>	Certification Testing-Variou Prices
<b>ADULT FEES</b>	Books costs are additional.

[www.hptc.net](http://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 Services
- Oklahoma Career Technology
  - Accounting
  - Computer

## Course Information

Pursue a career in any of the following fields or even start your own business: Web Design Technology, Business Administrative Support, Payroll Clerk, Full Charge Bookkeeper, Medical Office Assistant and Customer Service Representative 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 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.

High Plains Technology Center does not discriminate on the basis of race, color, sex/gender, age, national origin, disability, or veteran status. Inquiries concerning application of this policy may be referred to High Plains Technology Center, Amber Riley and Tony Haskins, Compliance Coordinators, 3921 34<sup>th</sup> Street, Woodward, OK 73801. (580) 256-6618.

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# Business & Information Technology

Starting Salary Range: \$27,000-\$55,000 per year

College Credit: Cowley, OSU-Okmulgee, NOC

Who Can Enroll: High School Juniors and Seniors  
Post Secondary Students



[www.hptc.net](http://www.hptc.net)

## Career Opportunities

- Business Administrative Support
- Payroll Clerk
- Full Charge Bookkeeper
- Customer Service Representative
- Medical Office Assistant
- Web Designer
- Graphic Designer

## 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 including Web Design, Business Administrative Services, Payroll Clerk, Bookkeeper, Medical Office and Customer Service Representative. 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 Professionals of America (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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Evelynn Morris, BITE Instructor  
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