

# Accounting and Business

## Information Packet



# CV//TECH

Canadian Valley Technology Center

*Canadian Valley Technology Center does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator: [brent.casey@cvtech.edu](mailto:brent.casey@cvtech.edu); 504 Coordinators: [504@cvtech.edu](mailto:504@cvtech.edu); 405-262-2629, 6505 E Hwy 66, El Reno, OK 73036*

**Revised 3/2026**

## **Admission Policies and Procedures for Accounting and Business**

The Accounting and Business program is designed for the student who wishes to begin working in an office environment, accounting, or administrative assistant.

The curriculum focuses on the knowledge and skills necessary for the student to complete training in a suitable time frame and get into the workforce as soon as possible. *Any person applying for admission must meet with the career counselor before enrollment in this career major is accepted.*

### **Prerequisites**

A high school diploma or GED is required.

### **Enrollment Contact Information**

Discuss your potential enrollment and career choices by contacting our Cowan Campus Career Counselor at: 405-345-3376.

Contact the Cowan Campus Financial Aid Officer for information regarding financial aid at: 405-422-2208.

Contact the Cowan Campus Assessment Center to schedule an Accuplacer testing appointment at: 405-345-3382.

### **Items to bring with you for enrollment:**

- Results of the Accuplacer Assessment
- Method of Payment
  - Financial Aid ([Apply online](#); school code: 009965)
  - Next Step Tuition Waiver for students under the age of 24 with a high school diploma, completed FAFSA application and living in district (must provide driver's license, high school diploma, and current utility bill for verification purposes)

## CV Tech Accounting and Business Course Outline

Option I: Accounting Clerk

Option II: Administrative Assistant

Required Courses	Hours
Fundamentals of Technology	120
Fundamentals of Administrative Technologies	120
Office Administration & Management	120
Business Math	40
Administrative Technologies II	120
Accounting I	120
<i>Accounting II Option 1</i>	120
<i>Human Resources Concepts &amp; Digital Marketing Option 2</i>	-
<i>Payroll Accounting Option 1</i>	120
<i>Customer Assistance Option 2</i>	-
Capstone	80
<b>Total Hours</b>	<b>960</b>

### Estimated Costs for Accounting and Business Management

## Student Expenses

*\*\*all costs are subject to change without notice*

Expenses	Total
In-District Tuition	\$3.50/clock hour
or Out-of-District Tuition	\$7.00/clock hour
General Enrollment Fee	\$192
Approx. Textbooks from CV Tech Bookstore	\$0

**CV Tech Refund Policy:** Any CV Tech student that withdraws from CV Tech before the first day of attendance or during the first 10 days of instruction will be refunded 100% of tuition or fees paid. No refunds will be given for textbooks unless the textbook is returned in the original condition with the original Canadian Valley Technology Center receipt. **After 10 days of instruction, no refund of tuition or fees will be made.**

## Class Hours (Monday - Friday)

AM	PM
Tardy Bell 8:20 am Instruction Time 8:15 - 11:15 am	Tardy Bell 12:25 pm Instruction Time 12:20 - 3:20 pm

Attendance is strictly enforced. Students are allowed 10 absences per semester.

## Frequently Asked Questions and Answers

- 1. What is the difference between a traditional program and an individualized study program?**
  - Traditional Program – All students start and complete at the same time.
  - Individualized Program – Students work within their own individualized time frames, which is monitored and facilitated by faculty.
  - This is a non-traditional individualized program. Attendance is strictly enforced. Full-time and Part-time enrollment is available. Classes meet August - May.
  
- 2. What advantages are there to an individualized program?**
  - a. Individualized instruction
  - b. Open entry/open exit
  - c. Full-time and Part-time enrollment available
  
- 3. What certification can I earn through the Accounting & Business Program?**

Microsoft Office Specialist, Intuit Certified Bookkeeping Professional, Quickbooks Certified User
  
- 4. Can I receive credit for previous business-related work or education?**

Any student with transcribed credit can receive advanced standing under the following evaluation guidelines. Official transcripts must be provided by the student and will be evaluated by the instructor. The student must pass a “mastery” test of each specific course before advanced standing will be granted.
  
- 5. What is the average length of time in which students complete the program?**

10 months if enrolled full-time
  
- 6. What if I have to miss class?**

Students who exceed the attendance policy may forfeit the opportunity to attend the remainder of the current semester and the following semester or be completely withdrawn from the program. Adult students may lose scholarships. Those receiving financial aid/VA benefits will have to abide by federal/VA guidelines regarding attendance.

## Canadian Valley Technology Center Financial Aid

### Federal and State Assistance

#### Federal Pell Grant

This grant provides a “foundation” of aid, to which aid from other sources may be added. Grants do not have to be repaid.

### **Federal PELL Grant Eligibility**

A student may qualify for a Federal PELL Grant if he or she:

1. Is a U.S. citizen or eligible non-citizen
2. Is registered with Selective Service (males only, at least 18 years of age and born after December 31, 1959)
3. Does not already have a B.S. or B.A. degree
4. Has financial need as determined by the Department of Education upon Completion of the FAFSA
5. Enrolled as a regular student in an eligible program, working toward a certificate and attending at least part-time each week
6. Has a high school diploma, GED or a home school equivalency
7. Has not exceeded 600% of the Lifetime Eligibility Used for PELL
8. Is not in default on any student loan previously received and does not owe a repayment on any student grant previously received

### **Oklahoma Tuition Aid Grant**

This grant is administered by the Oklahoma State Regents for Higher Education and will pay towards the tuition cost for eligible students. It is based on need and those who apply the earliest. This grant does not have to be repaid.

### **Other Programs:**

- Office of Workforce Development (WIA)
- Tribal Agencies
- Oklahoma Tuition Aid Grant (OTAG)
- Department of Rehabilitation Services (VR)
- Oklahoma National Guard Tuition Waiver
- Canadian Valley Foundation, Inc. Scholarship
- Veteran Vocational Rehabilitation (VAVR)
- Oklahoma Foundation for CareerTech

Contact information for each of these aid programs is available through the Financial Aid office. WIA, GI Bill®, Tribal Agencies, VR and VAVR will determine eligibility for their assistance.

### **Satisfactory Academic Progress**

Satisfactory academic progress is a condition of eligibility for students receiving federal financial aid in this institution. He/she must maintain a cumulative grade-point average of 2.0 (C) or above and be within the attendance policy.

Satisfactory progress means that a student is proceeding in a positive manner toward fulfilling certificate requirements in a normal length of time (not to exceed 150% of published length of program). A student who fails to make satisfactory progress may be placed on warning status for up to one (1) pay period and will be denied financial aid until they are removed from that status. There is no warning status given for excessive absences.

**Important Note**

For complete Student Consumer Information on Title IV Financial aid, contact the Financial Aid office. Student Consumer Information contains information regarding all financial aid programs, security report and crime statistics, drug prevention program and pro-rate policy. Students may also contact the local Workforce Investment Act (W IA) representative regarding the Workforce Investment Act.

**Maintaining PELL Eligibility**

- Must be enrolled as a regular student in an eligible certificate program (active status).
- Must have satisfactory academic performance and be within the institutional attendance policy.

**PELL Grant Disbursement**

The PELL Grant is awarded on the basis of need (school costs and standard of living costs minus family resources) and satisfactory academic performance.

The PELL Grant will be awarded in two disbursements. Students will receive their first PELL payment on the basis of being enrolled. For every payment thereafter, students will be paid if and only if their academic performance has been satisfactory and they are within the institutional attendance policy. PELL Grant funds will be disbursed within eight weeks from payment-period beginning date.

Disbursements will be made by CV Tech to students in the following manner: The eligible amount less tuition, fees, books and supplies will be disbursed, payable to the student through the fiscal office.

**Return of Title IV Funds**

Students receiving PELL Grant funding who withdraw, drop or fail to complete a payment period for which they have been charged, a "Return of Title IV Funds" calculation will be processed. The calculation is based on the actual percentage of the payment period the student completed.

**Leave of absence does not count as completed hours.**

**Students who do not complete more than 60% of the payment period may be required to return a portion of the PELL Grant funding they received to the U.S. Department of Education.** The institution will also be required to return a portion of the PELL Grant funding received for tuition from the U.S. Department of Education. Students will be billed for the portion the school must return. A detailed Return of the Title IV Funds worksheet is available upon request.

