



## ACCOUNTING OPERATIONS (VA)

### Program Length/Schedule:

900 hours/approx. 10 months (full-time)

This program is offered three times a year: August, January & June

Delivery Method: Traditional - 100% classroom-based;  
Hybrid - Less than 50% of required instruction hours available via distant education (online);

Distance - 50% or more instructional hours via distance education (online).

M - F 7:30 a.m. - 2:00 p.m. (full-time)

M - F 7:30 a.m. - 10:30 a.m. (part-time)

M - Th 6:30 p.m. - 9:30 p.m. (part-time)

Mon & Wed - Online | Tue & Th Classroom

All components of Accounting Operations are also offered 100% online

### Admission Requirements:

- 16 Years of Age or older
- Complete a Program Orientation
- Basic Skills Testing or Exemption
- Meet with Program Counselor/Advisor

### Job Outlook in the Ft. Lauderdale area:

- Demand for Accounting Clerks and Full-charge Bookkeepers is expected to grow about 10% between 2015 and 2023 (Source: Bureau of Labor Statistics).
- Entry level wages for Accounting Clerks and Full-charge Bookkeepers are about \$12/hour (Source: The Florida Department of Economic Opportunity). Actual wages vary according to education, experience and certifications.



### Course Content:

Students will receive a broad foundation of knowledge and skills expanding the traditional role of the bookkeeper. Course content includes double-entry accounting principles, methods of recording business transactions, preparation of financial statements, payroll records and tax forms, account and transaction analysis, inventory methods, the accounts receivable aging process, depreciation, and the application of accounting principles to various entities.

After successfully completing this program, the student will be able to perform basic office activities, data processing activities, and manual and computerized accounting activities using QuickBooks, Excel, and various other software packages.

### Additional Skills Covered:

- Accounting for a Service Business Organized as a Proprietorship
- Accounting for a Service Merchandising Business as a Partnership/Corporation
- Automated Accounting
- Business Fundamentals Employability Skills and Portfolio
- Excel for Accounting
- Microsoft Office
- QuickBooks Accounting Software

Enroll in This Fast Track Program  
for a Career in a Year



FOR MORE INFORMATION CALL 754-321-5200

Atlantic Technical College  
and Technical High School

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Coconut Creek, FL 33063  
754-321-5100 | FAX: 754-321-5380



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Arthur Ashe, Jr. Campus

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Fort Lauderdale, FL 33311  
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## ACCOUNTING OPERATIONS

### B070110/Accounting Operations (900 hours)

Fees

Tuition (approximate cost based upon program length)		\$2,520
Lab (approximate cost based upon program length)		\$135
Assessment: TABE Initial Basic Skills Test		\$15
Registration (non-refundable fee)	\$40 per semester or \$20 per quarter	\$80
Annual Student Activity Fee	\$20 per academic year	\$20
<b>TUITION, LAB, ASSESSMENT, REGISTRATION, ACTIVITY FEE (approximate costs)</b>		<b>\$2,770</b>

There may be additional costs associated with books, uniforms, special tools, equipment and other related items.

**Industry Certification & State Credential Exams:** Students will be prepared to take an approved state and/or nationally recognized industry certification or licensure exam in their field of study.

**College Credit Transfer Opportunity and/or Advanced Standing:** Upon completion of the program and meeting eligibility requirements, including the attainment of an aligned industry credential, students may be awarded credits toward an AS/AAS Degree by Broward College or the Florida College System. Students must enroll in Broward College within 2 years of completing the program at Atlantic Technical College. Additional college credit may be awarded with the attainment of additional industry credentials.

#### INDUSTRY CERTIFICATION:

**Industry certification and state credential exam costs are additional. However, you may qualify for reimbursement of your exam cost(s) upon passing the exam. See your program counselor for more information.**

#### BOOKS/SUPPLIES:

For a list of books and prices go to [www.atlantictechcollege.edu/bookstore-price-list](http://www.atlantictechcollege.edu/bookstore-price-list) or visit the bookstore on campus. Additional supply information can be found in the syllabus located on the Web page for this program.

## Your Action Plan Checklist - Get Started Today!

- Step 1 | Attend a Program Orientation**
  
- Step 2 | Take the Tests of Adult Basic Education (TABE) or meet exemption criteria**
  - See your counselor/advisor for details on test exemptions/receive test results.
  - Accommodations for testing are available to qualified individuals.
  - Visit the Office of Disability Services for details *before testing*.
  
- Step 3 | Meet with your counselor/advisor**
  - Receive test results.
  - Discuss technical or academic program placement.
  - Discuss special needs (unique situations)
  - Review Financial Aid
  
- Step 4 | Registration and Enrollment**



*The mission of Atlantic Technical College & Technical High School is to promote excellence in academic, career & technical studies in order to prepare students to enter & remain competitive in a global workforce.*

