



Atlantic Technical College and Technical High School

www.atlantictechcollege.edu

Accounting Operations 2021-2022

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.

Program Length:

900 hours (approximately 10 months full-time)
(approximately 20 months part-time)

Program Offered:

August, January & June

Delivery Method:

Traditional – 100% classroom-based
Distance – 50% or more instructional hours via distance education (online).

Days & Times:

Traditional:

Monday – Friday 7:05 a.m. – 1:50 p.m. (full-time)
Monday – Friday 7:05 a.m. – 10:05 a.m. (part-time)

Blended Distance:

 with mandatory on-campus weekly labs.

Distance: Monday, Wednesday, Friday
On-campus Lab: Tuesday, Thursday 6:00 p.m. – 9:00 p.m.

100% Distance:

 with mandatory virtual weekly labs.

Distance: Monday, Thursday, Wednesday, Friday
Virtual Lab: Tuesday 5:30 p.m. – 8:30 p.m.

Job Outlook:

According to the [Florida Department of Economic Opportunity](#), the current South Florida Tri-County entry annual salary range for Accounting Operations positions is approximately \$29,700 – \$33,100. Actual wages may vary according to education, certifications, and experience.

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

Admission Requirements:

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

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
4700 Coconut Creek Pkwy
Coconut Creek, FL 33063
754-321-5100 | FAX: 754-321-5380



Atlantic Technical College
Arthur Ashe, Jr. Campus
1701 NW 23rd Avenue
Fort Lauderdale, FL 33311
754-322-2800 | FAX: 754-322-2880

See back of page for estimated program costs based on one (1) full year of documented Florida residency.

ACCOUNTING OPERATIONS
B070110 I (900 hours)

Fees

Tuition (approximate cost based upon program length)		\$2,520
Lab (approximate cost based upon program length)		\$135
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
TUITION, LAB, ASSESSMENT, REGISTRATION, ACTIVITY FEE (approximate costs)		\$2,770

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. Exam costs are additional; however, you may qualify for reimbursement of your exam cost(s) upon passing. See your program counselor/advisor for more information.

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

Books / Supplies: For a list of books and prices go to www.atlantictechnicalcollege.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 Steps - Get Started Today!

- Step 1: Attend a Program Specific Orientation
- Step 2: Reply to your Orientation Follow-up E-mail
- Step 3: Complete an Application
- Step 4: Apply for Financial Aid (optional)
- Step 5: Disability Services (optional)
- Step 6: Complete & Upload Required Documents
- Step 7: Counselor Interview
- Step 8: Registration & Enrollment

Possible Job Titles

- Bookkeeper
- Payroll Clerk
- Accounting Clerk Assistant
- Accounting Payable/Receivable Clerk



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

