#### **BUSINESS & ADMINISTRATION**

Atlantic Technical College & Technical High School

# **ACCOUNTING OPERATIONS**

#### **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

#### **Admission Requirements:**

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

## Atlantic Technical College & Technical High School

4700 Coconut Creek Parkway 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

For more information call **754-321-5200** or visit **AtlanticTechnicalCollege.edu** 

Job Outlook DE STATE STA





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

#### **Program Length**

900 Hours (approximately 10 months full-time | 20 months part-time)

#### **Program Offered**

August, January & June

#### **Delivery Method**

Traditional - 100% classroom based

Hybrid - less than 100% of required instructional hours via distance education

Distance - 100% of required instructional hours via distance education

#### **Days & Times**

#### Traditional:

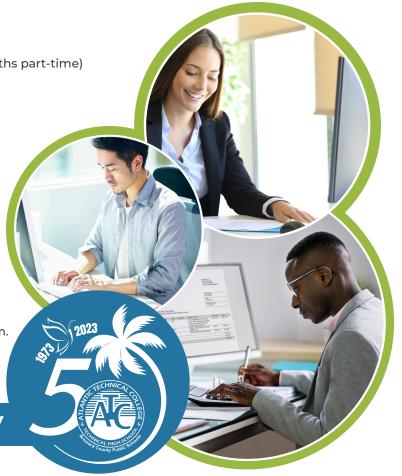
Monday - Friday | 7:05 a.m. - 1:50 p.m. (full-time) Monday - Friday | 7:05 a.m. - 10:05 a.m. (part-time)

**Hybrid** - with mandatory on-campus weekly labs Distance: Monday, Wednesday, Friday

On-campus Labs: Tuesday, Thursday | 6:00 p.m. - 9:00 p.m.

**Distance** - with mandatory virtual weekly labs Distance: Monday, Wednesday, Thursday, Friday Virtual Labs: Tuesday | 5:30 p.m. - 8:30 p.m.

Celebrating 50 Years of Excellence!



**Activity Fee (approximate costs)** 

uniforms, special tools, equipment and

other related items.

There may be additional costs associated with books,

#### **BUSINESS & ADMINISTRATION**

## **ACCOUNTING OPERATIONS**

B070110 (900 Hours)	In-State Fees	Out-Of-State Fees
Tuition (approximate cost based upon program length)	\$2,520	\$10,080
Lab (approximate cost based upon program length)	\$135	\$135
Basic Skills Test	\$15	\$15
Registration (non-refundable fee - \$40/semester or \$20/quarter)	\$80	\$80
Annual Student Activity Fee (\$20 per academic year)	\$20 	\$20
Tuition, Lab, Assessment, Registration,	\$2.770	\$10.330

#### **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 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 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.

### GET STARTED TODAY!

#### **YOUR ACTION STEPS:**

**Step 1:** Attend an ATC Program Information Session

Step 2: Reply to Follow-up E-mail

**Step 3:** Secure Funding Source

**Step 4:** Registration, Payment, and Enrollment

#### **POSSIBLE JOB TITLES:**

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





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.

#### Follow us on:















The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.