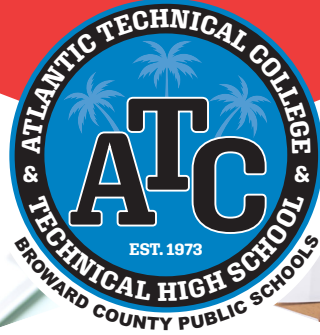


# 2026-2027 BUSINESS, MANAGEMENT & ADMINISTRATION ACCOUNTING OPERATIONS



## PROGRAM LENGTH

1050 Hours (approx. 10 months full-time or 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

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

## COURSE CONTENT

The program prepares students for employment as accounting clerks, accounts receivable clerks, accounts payable clerks, payroll clerks, tax preparers, and bookkeepers. The content includes accounting fundamentals, double-entry, accounting principles, accounts receivable/payable, bookkeeping, 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 and manual and computerized accounting activities using QuickBooks Online, Excel, and various other software packages.

## ADDITIONAL SKILLS COVERED:

- Accounting for a Merchandising Business
- Accounting for a Services Business
- Accounting for Cash and Payroll
- Accounting for Partnerships/Corporations
- Accounting Fundamentals
- Bookkeeping & Ledgers
- Business Communication Skills
- Business Fundamentals Employability Skills and Portfolio
- Excel for Accounting
- Financial Reporting & Analysis
- Financial Statement Preparation
- Intuit QuickBooks Software
- Microsoft Office
- Soft Skills

## ADMISSION REQUIREMENTS:

- 16 Years of Age or Older
- Attend an ATC Program Information Session
- Basic Skills Testing or Exemption
- Meet with Program Counselor/Advisor



CAREER IN A YEAR

FLORIDA'S PUBLIC TECHNICAL COLLEGE SYSTEM

**ENROLL** in this **FAST TRACK**  
Program for a  
**CAREER** in a **YEAR**

For more **INFORMATION**  
call **754.321.5200** or visit  
**AtlanticTechnicalCollege.edu**

Atlantic Technical College & Technical High School | 754.321.5100  
4700 Coconut Creek Parkway, Coconut Creek, FL 33063

Arthur Ashe, Jr. Campus | 754.322.2800  
1701 NW 23rd Avenue, Fort Lauderdale, FL 33311

# ACCOUNTING OPERATIONS

## B200100 (1050 HOURS)

**TUITION**

**LAB FEE**

**BASIC SKILLS TEST**

**REGISTRATION FEE**  
(non-refundable fee)

**ANNUAL STUDENT ACTIVITY FEE**

### \*TUITION & FEES

\*Tuition and fees are subject to change based on program length. There may be additional costs associated with books, uniforms, special tools, equipment, and other related items.

## IN-STATE FEES

**\$2,940**

**\$210**

**\$15**

**\$100**

**\$20**

**\$3,285**

## OUT-OF-STATE FEES

**\$11,760**

**\$210**

**\$15**

**\$100**

**\$20**

**\$12,105**

## YOUR ACTION STEPS

- STEP 1** | Attend an ATC Program Information Session
- STEP 2** | Reply to Follow-up Email
- STEP 3** | Secure Funding Source
- STEP 4** | Registration, Payment, and Enrollment

## POSSIBLE JOB TITLES

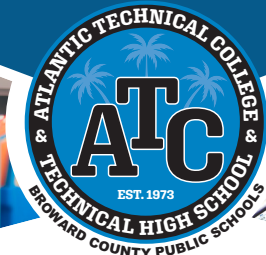
- Bookkeeper
- Payroll Clerk
- Accounting Clerk Assistant
- Accounting Payable/Receivable

## Job Outlook



For information regarding **Accounting Operations** salaries/wages, visit **FloridaJobs.org**

# GET STARTED TODAY



**THE MISSION OF ATLANTIC TECHNICAL COLLEGE & 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.

### 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 CREDENTIAL EXAMS:

Upon completion of the program, you may be eligible to receive FREE associate degree transfer credits from Broward College or another state college.

To learn more and determine eligibility, visit [browardtechnicalcolleges.com/articulation-agreement/](http://browardtechnicalcolleges.com/articulation-agreement/), scroll to the career cluster photos, click Business, Management & Administration, or contact your program counselor/advisor. Additional college credit may be awarded with the attainment of industry certifications.

### BOOKS/SUPPLIES:

For a list of books and prices go to [atlantictechcollege.edu/bookstore-price-list/](http://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.



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 email [eeo@browardschools.com](mailto:eeo@browardschools.com). 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 email [eeo@browardschools.com](mailto:eeo@browardschools.com). **BrowardSchools.com**