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)	IN-STATE FEES	OUT-OF-STATE FEES
TUITION	$2,940	$11,760
LAB FEE	$210	$210
BASIC SKILLS TEST	$15	$15
REGISTRATION FEE (non–refundable fee)	$100	$100
ANNUAL STUDENT ACTIVITY FEE	$20	$20
*TUITION & FEES	$3,285	$12,105

*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.

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
STEP 5 | Purchase Books & Supplies

POSSIBLE JOB TITLES

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

Job Outlook

FLORIDA COMMERCE

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

GET STARTED TODAY





ATLANTIC TECHNICAL COLLEGE & TECHNICAL HIGH SCHOOL
ATC
EST. 1973
BROWARD COUNTY PUBLIC SCHOOLS

GET THERE with Atlantic Technical College

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/, 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 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.

ATC Social Media

Follow us on:

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