



# 2024-2025 | ATLANTIC TECHNICAL COLLEGE & TECHNICAL HIGH SCHOOL BUSINESS, MANAGEMENT & ADMINISTRATION

## 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.

### 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.

### Job Outlook



For information regarding Accounting Operations salaries/wages, visit [FloridaJobs.org](https://www.floridajobs.org)



### 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

### 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](https://AtlanticTechnicalCollege.edu)



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## 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 & 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.

## ACCOUNTING OPERATIONS

**8070110 (900 Hours)**

<b>Tuition</b> (approximate cost based upon program length)	<b>\$2,520</b>	<b>\$10,080</b>
<b>Lab</b> (approximate cost based upon program length)	<b>\$135</b>	<b>\$135</b>
<b>Basic Skills Test</b>	<b>\$15</b>	<b>\$15</b>
<b>Registration</b> (non-refundable fee - \$40/semester or \$20/quarter)	<b>\$80</b>	<b>\$80</b>
<b>Annual Student Activity Fee</b> (\$20 per academic year)	<b>\$20</b>	<b>\$20</b>

**In-State Fees**

**Out-Of-State Fees**

**Tuition, Lab, Assessment, Registration, Activity Fee (approximate costs)**

**\$2,770**

**\$10,330**

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 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 [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.

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