



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



FLORIDA'S PUBLIC TECHNICAL COLLEGE SYSTEM

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



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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



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.

ACCOUNTING OPERATIONS

8070110 (900 Hours)

Tuition
(approximate cost based upon program length)

In-State Fees

\$2,520

Out-Of-State Fees

\$10,080

Lab
(approximate cost based upon program length)

\$180

\$180

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, Activity Fee (approximate costs)

\$2,815

\$10,375

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, 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 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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