



Accounting Operations

Short Description: Learning is constructed of double-entry accounting principles; methods of recording business transactions; preparation and analysis of various documents and financial statements; payroll records and tax forms; accounting control systems; account and transaction analysis; inventory methods; the aging process; depreciation; and the application of accounting principles to various entities.

Program Content: This Business Management and Administration cluster program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers such as an Information Technology Assistant, Accounting Clerk, Accounting Associate, or Accounting Assistant. The course work provides technical skill proficiency and includes competency-based applied learning that contributes to the academic knowledge, work attitudes, general employability skills, technical skills, occupationally specific skills, and higher-order reasoning and problem-solving skills for not only accounting careers but also, all other careers in the Business Management and Administration cluster.

The content includes but is not limited to double-entry accounting principles; methods of recording business transactions; preparation and analysis of various documents and financial statements; payroll records and tax forms; accounting control systems; account and transaction analysis; inventory methods; the aging process; depreciation; and the application of accounting principles to various entities. The curriculum also consists of certification preparation for the Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook) and QuickBooks Online.

Admissions:

1. Apply to MTC at <https://manateetech.edu/apply-now/>. Submit your application to access your "To-Do List." You are not accepted into the program after applying, you must complete your do list.
2. Complete your "To-Do List" at <https://www.MTCdashboard.net>.

Note: The Basic Skills Assessment must be taken within 6 weeks of your admission date unless exemption criteria have been documented per State Statute. For exemption information, see TABE exemption in the Student Handbook located here: <https://www.manateetech.edu/quick-docs/>

Length of Program: Full-time 1050 hours – approximately 9 months full-time to complete.

<u>OCP</u>	<u>COURSE</u>	<u>HOURS</u>
A	Information Technology Assistant – OTA0040	150
B	Accounting Clerk – ACO0040	300
C	Accounting Assistant – ACO0044	300
D	Accounting Associate – ACO0043	300

Dual Enrollment: Yes

Certification/Licensure: QuickBooks Certified User, Microsoft Office Specialist (MOS), Certified Professional Bookkeeper (Optional)

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941.751.7900

Start Date: August, January

Program #B200100		CIP# 0552030202
Estimated Tuition, Lab, and Fees <i>(Includes \$60.00 Facility and Equipment Use Fee)</i>		\$4,019.00
Additional Fees Due Prior to Admittance		
Application Fee		\$45.00
Bookstore		
Uniform* (2 shirts recommended \$30.00 ea.)		\$60.00
Textbook(s)*		\$0
Estimated Total Cost of Program		\$4,124.00

Start Time: Monday - Friday, 8:00 a.m. – 3:00 p.m.

For More Information: Scan QR CODE at the bottom of document.

Financial aid available depending on student's eligibility.

<https://www.manateetech.edu/admissions/financial-aid/>

Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

Annual fees (charged each academic year from July 1—June 30).

*Textbook cost based on Barnes and Noble price estimate and does not include shipping or tax. Free shipping timeframe is two weeks prior to term start and the first week of the term. Current book list and prices: <https://manateetech.edu/current-students/bookstore/>

Uniforms may be covered for Pell eligible students once aid has been applied to all tuition & fee charges.



941.751.7900

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