



Accounting Operations

Program Purpose:

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. View the Main Campus Virtual Information Session handout: [Click here](#).
3. View the Main Campus Virtual Information Session video: [Click here](#).
4. Complete your "To-Do List" at <https://www.MTCdashboard.net>.

Note: The Basic Skills Assessment must be taken within 6 weeks of your admittance 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 900 hours – approximately 8 months full-time to complete

OCP	COURSE	HOURS
A	Information Technology Assistant – OTA0040	150
B	Accounting Clerk – ACO0040	300
C	Accounting Associate – ACO0041	300
D	Accounting Assistant – ACO0042	150

Dual Enrollment: Yes

Industry Certification: QuickBooks Certified User, Microsoft Office Specialist (MOS)

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

Job Placement Rate: 92%

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

Start Date: August, January

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

For More Information: Scan QR CODE



Program #B070110		CIP# 0552030202
Estimated Tuition, Lab, and Fees (<i>includes administrative fee</i>)		\$3,301.00
Additional Fees Due Prior to Admittance		
Application Fee		\$45.00
Bookstore		
Uniform*		\$29.00
Textbook(s)*		\$825.00
Estimated Total Cost of Program		\$4,200.00

Financial aid available depending on student's eligibility

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 estimate. Current book list and prices: <https://manateetech.edu/current-students/bookstore/>

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

The School Board does not discriminate on the basis of race, color, ethnicity, religion, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), ancestry, genetic information, which are classes protected by State and/or Federal law (collectively, "protected classes") in its programs and activities, including employment opportunities. It is the legal obligation and the policy of the Board to employ only those persons who are best qualified, with or without reasonable accommodations. The Superintendent shall appoint a compliance officer whose responsibility it will be to require that Federal and State regulations are complied with and that any inquires or complaints are dealt with promptly in accordance with law. S/He shall also require that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act will be provided to staff members and the general public. Any sections of the District's collectively-bargained negotiated agreements dealing with hiring and promotion will contain a statement of nondiscrimination similar to that in the Board's statement above.

941.751.7900

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