



ACCOUNTING OPERATIONS



Program Content

- QuickBooks certification
- Keyboarding systems
- Computers
- Microsoft Excel

Program Length

900 hrs | Full Time 7 - 9 months
Part Time 14 - 18 months

Approximate Cost

\$3,166

Location

Online

Schedule

- Online
- The first five weeks consist of Business Core. It includes: Basic Computers, Windows, Microsoft Word, Microsoft Excel, PowerPoint, Time Management, Blackboard Collaboration, D2L, and Atomic Learning IT Assistance.

Description of Program

The Accounting Operations program is designed to prepare students for employment as an accounting clerk, accounting associate, and accounting assistant. The course content includes: double-entry accounting principles; methods of recording business transactions; preparation and analysis of various documents and financial statements; payroll record and tax forms; accounting and control systems; account and transaction analysis; inventory methods; the aging process; depreciation; and the application of accounting principles to various entities. In addition, activities include the use of keyboarding systems, calculators, computers, spreadsheet (MS Excel), and accounting QuickBooks software, and peripheral equipment. The Accounting Operations program prepares students for the QuickBooks Certified User Industry Certification.

Requirements for Admission

- Orientation/Testing/Counselor Interview
- Computer with Internet access, microphone/speakers, Microsoft Office 2013 and Windows 7 or 8 operating system
- Basic computer skills

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.

College Credit Transfer Opportunity and/or Advanced Credit

Upon completion of the program and meeting eligibility requirements, students may be awarded credits toward an Associate Degree by Broward College or the Florida College System. For eligibility requirements, visit www.broward.edu/careerpath.



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To be admitted into a program of study offered by Sheridan Technical College, an individual must satisfy all of the admission requirements applicable to that program of study. General admissions and registration procedures for Sheridan Technical College are as follows:

ADMISSION AND REGISTRATION PROCEDURES

1. Attend Orientation

Applicants for technical programs must attend an on campus or online orientation.

- **On-campus Orientation:** It is strongly recommended and provides an in depth overview of our programs and resources. For Main Campus orientation, please report to Building #11 by 8:30 am. For West Campus orientation, please report to the main office by 8:00 am.
- **Online Orientation:** At the end of the online orientation you must complete the Online Orientation Survey. To access the orientation visit: <http://www.sheridantechical.com/HowtoApply/OnlineOrientation>

2. Take the Test of Adult Basic Education (TABE)

- **Main Campus:** TABE is administered Monday through Thursday for all programs directly after orientation. Applicants must report to Building #11 with a valid picture ID and \$10.00 by 8:30 am.
- **West Campus:** TABE is administered Tuesday, Wednesday and Friday for all programs. Applicants must check in with a valid picture ID and \$10.00 by 8:00 am.
- Prospective students showing evidence pursuant to State Board **Rule 6A-10.040(8)** may be eligible to receive an exemption from taking the TABE. A program counselor/advisor can assist you with identifying Basic Skills exemption criteria.
- Programs that do not require TABE testing are as follows: Commercial Class B Driving, Commercial Vehicle Driving, Facials Specialty, Gaming Machine Repair Technician, Home Health Aide, Patient Care Assistant and Phlebotomy.

3. Schedule and Attend a Counselor Interview

- Schedule an appointment for an interview with the program counselor/advisor by calling 754.321.5400 (Main Campus) or 754.321.3900 (West Campus).
- Discuss TABE scores and next steps. Next steps may include a referral for remediation if minimum basic skills levels have not been achieved, program placement, special needs, financial aid and registration procedures. **Test scores cannot be given over the phone.**
- Please bring two forms of documented Florida residency to the interview.

4. Register for Class

- Registration for postsecondary students is held throughout the year.
- Please check with the program counselor/advisor for availability and registration dates.

Accounting Operations (B070110)

Tuition/Registration \$2,755

PAVE	\$2,520
Lab	\$135
Registration Fee	\$80
Student Activity Fee	\$10
Test Fee	\$10

Books/Supplies \$411

Term: 1, 2 & 3

Accounting MindTap E-Book 12 months 10th Ed.
ISBN: 9781285515618

Microsoft Excel 2013 E-Book 12 Months
ISBN: 9781591366034

Headphones w/ Microphone

USB Flash Drive 8 GB

Facials Uniform Pants-White

Uniform Top/Uniform Pants/USB Drive

Term: 4

QuickBooks Pro 2015 E-Book 12 Months
ISBN: 9781591368146

Approximate Program Cost \$3,166

Prices are for Florida Residents. Fees listed are based on the number of class days according to the District calendar. Books and Supplies are subject to change.

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Sheridan Technical College
& Technical High School,

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Sheridan Technical College & Technical High School
is accredited by
the Commission of the Council on Occupational Education.

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Sheridan Technical College & Technical High School
Practical Nursing Program is accredited through
Accreditation Commission for Education in Nursing, Inc.

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