Main Campus 5400 Sheridan Street • Hollywood, FL 33021 • Tel: 754.321.5400 West Campus 20251 Stirling Road • Pembroke Pines, FL 33332 • Tel: 754.321.3900 High School Campus 3775 S.W. 16th Street • Fort Lauderdale, FL 33312 • Tel: 754.321.7450

ACCOUNTING OPERATIONS



Description of Program

The Accounting Operations program is designed to prepare students for employment as an accounting clerk, accounting associate, and accounting assistant. 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; forms and reports; accounting control systems; account and transaction analysis; inventory methods; the aging process; depreciation; and the application of accounting principles to various entities. The curriculum integration of theory and practice prepares students to take the QuickBooks Certified User Industry Certification.

Requirements for Admission

- Orientation/Testing/Counselor Interview see back page for details
- Computer with internet access and 4-8 gigabytes (GB) of RAM, microphone/speakers, Microsoft Office 2019 and Windows 10
- 16GB flash drive or portable hard drive
- 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.

- **Quickbooks Certified User**
- MOS Excel

Schedule

Online

Enrollment of New Students

- August 18, 2021
- October 21, 2021
- January 12, 2022
- March 29, 2022
- June 13, 2022

Orientation

Wednesday - see back page for details

Program Content

- QuickBooks certification
- **Keyboarding systems**
- Computers
- Microsoft Excel

Program Length

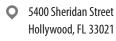
900 hrs I Full Time 9 months / 30 weeks

Approximate Cost

\$3,006

Location

Main Campus

















Welcome to Sheridan Technical College!

General admissions and registration procedures are as follows:

Our Admissions and Financial Aid Process is now online!

The first step is to register for a program orientation. Please visit www.sheridantechnicalcollege.com/getting-started for the complete admissions process.

Florida Residency for Tuition Purposes

A "Florida resident for tuition purposes" is a person who has, or a dependent person whose parent, legal guardian, or spouse has established and maintained legal residence in Florida for at least twelve months prior to the first day of the term. Those considered non-Florida residents pay tuition at a higher rate. Applicants must complete the Florida Residency Affidavit for Tuition Purposes form and submit two required supporting documents.

Florida Statute 1009.26(12)(a) affords students who attended a Florida secondary school for three consecutive years before graduation—regardless of immigration status (undocumented students)—the opportunity to pursue higher education at in-state tuition rates, should they apply for admission within 24 months after graduation. An official Florida high school transcript is required as evidence of attendance and graduation.

Basic Skills

Programs of 450 hours or more are required to take and pass a basic skills test in order to receive a vocational certificate at the time of program completion. If the program is less than 450 hours, not basic skills test is required.

You may be exempt from testing if you:

- 1. Entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma (official high school transcript required);
- 2. Possess a college degree at the Associate in Applied Science (AAS) level or higher from an accepted accredited college or university (official diploma or transcript required);
- 3. Demonstrate readiness on the 2014 GED® (official transcript required);
- 4. Demonstrate readiness on the ACCUPLACER, PERT, ACT or SAT (official test results required. Valid up to 2 years prior to the start of program);
- 5. Active duty member of any branch of the United States Armed Services (paper order or ID card required);
- 6. Pass a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the CTE program in which the student is enrolled (official test results required); or
- 7. Enrolled in an apprenticeship program that is registered with FLDOE.

ACCOUNTING OPERATIONS (B070110)

Tuition/Registration	\$2,770
PAVE	\$135 \$80 \$20
Books/Supplies	\$236

CORE:

No books required.

Term: 1 & 2

Accounting MindTap Access Card

ISBN: 9781305947764

Microsoft Excel 2019 & 365 Comprehensive eBook

ISBN: 9781640611108

USB Flash Drive

Term: 3

QuickBooks Desktop 2019 E-book ISBN: 9781640610453

*See the bookstore for the most updated book/supply list.

Approximate Program Cost

\$3,006

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.

STC_Program Sheets Rev 92021

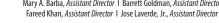


Sheridan Technical College is accredited by the Commission of the Council on Occupational Education. 7840 Rosewell Road, Building 300, Suite 325 Atlanta, GA 30350 Tel (770) 396-3898 • Fax (770) 396-3790 www.council.org



Sheridan Technical Colleg Practical Nursing Program is accredited through Accreditation Commission for Education in Nursing, Inc. Accreditation Commission for Education in Nursing, Inc. (ACEN) 3390 Peachtree Road, NE Suite 1400 Atlanta, GA 30326 Tel (404) 975-5000 • Fax (404) 975-5020 www.acenursing.org

Sheridan Technical College & Technical High School — Thomas Moncilovich, Director Mary A. Barba, Assistant Director | Barrett Goldman, Assistant Director





SCAN for more info on

