

PREREQUISITES

Applicants who meet the state-mandated minimum basic skills requirements of the Test of Adult Basic Education (TABE) and interview with the program counselor may enter the program during the next enrollment period.

PROGRAM CONTENT

- Double-entry accounting principles
- Recording business truncations
- Preparation and analysis of various documents and financial statements
- Payroll records and tax forms
- Accounting control systems

CERTIFICATION

Completing students will be eligible to take the following: Microsoft Excel, QuickBooks and State of Florida Ready to Work.

Distant/Hybrid Courses:

Students enrolled in distant and/or hybrid courses should have daily access to a computer with internet and must have a valid email address that they check daily. Additionally, students should have all necessary hardware and software components required by their technology program or adult education course.

The School Board of Broward County, Florida

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McFATTER TECHNICAL COLLEGE McFATTER TECHNICAL HIGH SCHOOL

6500 Nova Drive | Davie, FL 33317 | 754.321.5700

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Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.



**McFatter Technical College is Accredited
by the Commission of the Council on
Occupational Education (COE)**

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Accounting Operations



This is a great time to begin preparing for a new, challenging career in the business field where you can learn and apply your classroom instruction to real-life business situations learned from a well-rounded curriculum. This program will be delivered by an instructor with classroom and real world experience, and is a hybrid program that includes in-class and on-line learning activities.

The Accounting Operations program prepares students for MOS (*Microsoft Office Specialist*) Certification exams. Learning activities include the use of keyboarding stations, calculators, computers, spreadsheet (*MS Excel*) and accounting (*QuickBooks*) software.

PROGRAM DESCRIPTION

Full-Time: 900 Hours | Approx. 9 Months

Blended Instruction/in-person and on-line classes

Program Schedule:

Monday - Thursday 5:00pm - 9:00pm

Online (approximately 14 hours per week)

COURSES

■ Information Technology Assistant	150 Hours
■ Accounting Clerk	300 Hours
■ Accounting Associate	300 Hours
■ Accounting Assistant	150 Hours

EMPLOYMENT OPPORTUNITIES

- Accounting Clerk
- Bookkeeper
- Payroll Clerk
- Accounts Receivable/Payable

ARTICULATION

Upon completion of the program and meeting eligibility requirements, students may be awarded credits toward an Associate Degree at selected Florida state colleges.

CERTIFICATION

Students will be prepared to take approved state and/or nationally recognized industry certification or licensure exams in their field of study.

For additional program information, please contact the Office of Admissions at 754.321.5700.

