



# ACCOUNTING OPERATIONS



- Dynamic program taught by industry experts
- Content includes Accounts receivable, payable, financial reporting, bookkeeping, and payroll
- GAAP (Generally Accepted Accounting Principles) covered to meet industry standards
- Classes offered On-Campus and Online
- Earn Certifications in Microsoft® Word, Excel, PowerPoint, Outlook, QuickBooks® and NOCTI Accounting Basic
- Program tailored to fit entry level or advancement in current job
- Assistance with job placement, interview skills and resume preparation
- Find employment in small, medium, and large size companies
- Work from home – many companies NOW hiring remote accounting professionals
- High demand positions in bookkeeping, accounting, finance, auditing and purchasing.
- Financial aid available for qualified students
- Bookkeeping, Accounting and Auditing Clerks earn an average of \$18.54 per hour\*\*

## Build A Future You Control.

***Training Makes It Work.***

**ENROLL NOW!**  
**727.538.7167 X 2006**  
Clearwater Campus

**myptc.edu**

Refer to [www.myptc.edu](http://www.myptc.edu) for specifics on admission requirements, program costs, course content and term starts.

Certificate of Completion awarded once state requirements for program are met.

\* O-NET Online Occupational Information Network Data, FL

### **Mission**

*Provide students the opportunity to develop national workplace competencies to fill the needs of business and industry.*

### **DETAILS**

- **900 HRS** (Approximately 9 months)
- **TUITION – \$2,628**
- **BOOKS, SUPPLIES, FEES – \$1,081**(Estimated)

### **SCHEDULE**

#### **CLEARWATER CAMPUS**

6100 154TH AVE N,  
CLEARWATER, FL 33760  
MON – FRI | 7:00 AM – 12:15 PM



Pinellas County Schools | [www.pcsb.org](http://www.pcsb.org) | The School Board of Pinellas County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, sexual orientation or disability in any of its programs, services or activities.

Accreditation: Council on Occupational Education (COE) | [www.council.org](http://www.council.org) | 1.800.917.2081

Cognia Global Commission | [www.cognia.org](http://www.cognia.org) | 1.888.413.3669 (US) | 1.678.392.2285 (Intl)