



# ACCOUNTING OPERATIONS



## Build A Future You Control.

*Training Makes It Work.*

**ENROLL NOW!**

**727.538.7167 x 2006**

Clearwater

**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.

- 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\*

### 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



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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)

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