

LEARN ACCOUNTING AND ENGLISH TOGETHER IN OUR IET PROGRAM

ACCOUNTING OPERATIONS



WHY CHOOSE THIS PROGRAM?

- Taught by an industry expert with real-world experience
- Covers accounts receivable, accounts payable, financial reporting, bookkeeping, and payroll
- Includes GAAP (Generally Accepted Accounting Principles) to meet industry standards
- Learn English
- Offered both on-campus and online for flexibility

EARN INDUSTRY-RECOGNIZED CERTIFICATIONS

- Microsoft Word, Excel, PowerPoint, Outlook
- QuickBooks
- NOCTI Accounting Basic

PROGRAM BENEFITS

- Designed for entry-level positions or career advancement
- Job placement assistance, interview coaching, and resume preparation
- Opportunities in small, medium, and large companies, as well as remote work
- High demand for professionals in bookkeeping, accounting, finance, auditing, and purchasing

**The Accounting Operations program at Pinellas Technical College – Clearwater Campus is available in a hybrid format, allowing students to complete coursework remotely.*

**Adult Education is provided at the Clearwater Adult Education Center, which is currently undergoing renovations. Once these renovations are finished, the Clearwater Adult Education Center will apply to officially become an Instructional Service Center of Pinellas Technical College – Clearwater Campus.*

PROGRAM DETAILS

- **Duration:** 900 hours (approximately 9 months)
- **Tuition:** \$2,628
- **Books, Supplies, and Fees:** Estimated at \$1,081
- Financial aid available for qualified students
- Average wage for Bookkeeping, Accounting, and Auditing Clerks: \$18.54 per hour*

LOCATION

CLEARWATER ADULT EDUCATION CENTER

1895 Gulf to Bay Blvd., Clearwater, FL 33765

For more information, call 727-469-5817