ACCOUNTING TECHNOLOGY

Associate in Science Degree (CIP #1552030201)

This program is designed for students who seek immediate employment in the field of accounting and for those presently employed in accounting careers and desiring advancement.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all mandatory courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

Alternative Ways to Earn Credit toward this Degree

Graduates of specific programs at Orange Technical College and Osceola Technical College, as well as other institutions may be eligible to receive college credit for courses in this program. You may also be eligible to receive credit toward this degree if you have earned one of the approved Gold Standard industry certifications or Career Pathways credit. To learn more about Valencia’s award of credit options, visit valenciacollege.edu/asdegrees/credit_octc.cfm (http://valenciacollege.edu/asdegrees/transferagreements.cfm). Eligible students should contact the Career Program Advisor in their academic department for more information about the requirements for the award of credit.

College Credit Technical Certificates

The Accounting Technology A.S. degree also offers the following college credit certificate programs. These certificates can put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for entry-level employment or to upgrade your skills for job advancement. Most can be completed in one year or less, and all of the courses in the certificates are embedded in the A.S. degree. You can earn the certificates as you progress through your A.S. Degree or as a separate, stand-alone credential. Click on the Certificate tab at the top of the page for more information about the certificates that are offered.

- Accounting Specialist (12 credits) (CIP # 0552030204)
- Accounting Operations (18 credits) (CIP # 0552030203)
- Accounting Applications (27 credits) (CIP # 0552030205)

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Potential Careers

- Paraprofessional Accountant
- Accounting Specialist
- Tax Preparer
- Payroll Assistant
- Bookkeeper
- Accounts Receivable Coordinator
- Accounts Payable Coordinator
- Credit and Collections Coordinator

Salary & Earnings Information

For salary and wage information, visit: www.floridawages.com (http://www.floridawages.com).

Contacts

Future Students

To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or visit valenciacollege.edu/accounting-technology/ (https://net1.valenciacollege.edu/future-students/degree-options/associates/accounting-technology).

Current Students

Contact the campus Career Program Advisor below for more information.

West Campus

Scott Paxton, Program Chair: 407-582-5817
spaxton1@valenciacollege.edu
Genevieve Hall, Career Program Advisor: 407-582-1239
ghall13@valenciacollege.edu (http://krawls2@valenciacollege.edu)

East Campus

Laurie Larson, Program Chair: 407-582-2513
llarson@valenciacollege.edu
Patti Lopez, Program Chair 407-582-2518
plopez@valenciacollege.edu
Kerry-Ann Rawls, Career Program Advisor: 407-582-2170
krawls2@valenciacollege.edu

Osceola Campus

Lisa Gray, Program Chair: 407-582-4836
lmgray@valenciacollege.edu
Claudia Zequeira, Career Program Advisor: 407-582-4172
czequeira@valenciacollege.edu

Internship and Workforce Services

If you need assistance with job resources or in locating an internship, please visit: valenciacollege.edu/internship (http://valenciacollege.edu/internship)

Program Outcomes

- Prepare financial information about business organizations to support external decision making following ethical practices.
- Manage business information using appropriate software.
- Demonstrate effective business communication skills.
• Evaluate business and financial information to support strategic internal decision making following ethical practices.
• Participate in work-based learning experiences.
• Prepare governmental tax forms, including income, payroll, and sales taxes.

Foundation Courses

APA 1111C BASIC ACCOUNTING 3
GEB 1011 Introduction To Business 3
ENC 1101 FRESHMAN COMPOSITION 3
Science or Mathematics: Core or MAC 1105 for UCF Transfer Students 3
SLS 1122 New Student Experience 3
SPC 1608 FUNDAMENTALS OF SPEECH 3

Intermediate Courses

CGS 2100C COMPUTER FUNDAMENTALS AND APPLICATIONS 3
OST 1335C BUSINESS COMMUNICATIONS 3
AGC 2021C PRINCIPLES OF FINANCIAL ACCOUNTING 3
AGC 2450C COMPUTER ACCOUNTING I 3
ECO 2013 Principles of Economics-Macro 3
AGC 2071C PRINCIPLES OF MANAGERIAL ACCOUNTING 3

Humanities
See Gen. Ed. Core or Institutional Requirement 3

Advanced Courses

AGC 2100C INTERMEDIATE ACCOUNTING 3
AGC 2030C CAPSTONE REVIEW COURSE OF ACCOUNTING PRINCIPLES 3
TAX 2000C FEDERAL INCOME TAX 3
AGC 2360C COST ACCOUNTING 3
AGC 2460C Computer Accounting II 3
Accounting Technology Electives 3

Total Credit Hours 60

Accounting Technology Electives

APA 2934 Selected Topics In Accounting 1-3
APA 2942 INTERNSHIP IN ACCOUNTING 1-4
BUL 2241 Business Law I 3
FIN 2000 Principles of Finance 3
BUL 2242 Business Law II 3
ECO 2023 Principles Of Economics-Micro 3
FIN 2010 Personal Investments 3
FIN 2100 Personal Finance 3
GEB 1350 Intro: International Business 3
SBM 1000 Small Business Management 3
MAN 2021 Principles Of Management 3
MAR 2011 Principles of Marketing 3
MTB 1103 Business Mathematics 3
MAC 2233 Calc For Busn and Soc Scien 3
OST 2854C MICROSOFT OFFICE (APPLICATIONS PACKAGE) 3
STA 2023 Statistical Methods 3
SLS 1303 Job Search 3

SLS 2940 Service Learning * 1-4
TAX 2021 TAXATION OF BUSINESS ORGANIZATIONS 3
TAX 2002 TAXATION PRACTICES AND PROCEDURES 3

* This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.
1 Students may take Computer Keyboarding through credit-by-examination.
2 Students who want to pursue articulation agreements with four-year state schools must choose MAC 1105 College Algebra as the science or math elective.
3 Students who want to pursue articulation agreements with four-year state schools must choose ECO 2023 Principles Of Economics-Micro, MAC 2233 Calc For Busn and Soc Scien and STA 2023 Statistical Methods as electives.
(GR) Denotes a Gordon Rule course.

Notes:
Upon earning the Accounting Technology A.S. degree, you can continue at Valencia to complete the B.A.S. degree in Business & Organizational Leadership (http://catalog.valenciacollege.edu/degrees/bachelorofscience/bas). Additional education at the bachelor’s level can enhance your skills and create more career opportunities. Students who wish to continue their education should consult with their Career Program Advisor to determine the best education plan for their career goals.

Students wishing to transfer credits from this program to another institution must accept responsibility for securing approval from the transfer institution for acceptance of this degree.

Specialized courses may not be offered every session or on every campus.

Accounting Applications

Technical Certificate

The purpose of this program is to prepare students for entry-level accounting employment or to provide supplemental training for persons previously or currently employed. The content prepares individuals in the principles, procedures, and theories of organizing and maintaining financial records and preparing financial reports.

Program Outcomes

• Prepare financial information about business organizations to support external decision making following ethical practices.
• Manage business information using appropriate software.
• Demonstrate effective business communication skills.
• Evaluate business and financial information to support strategic internal decision making following ethical practices.

Foundation Courses

APA 1111C BASIC ACCOUNTING 3
GEB 1011 Introduction To Business 3
MTB 1103 Business Mathematics 3

Intermediate Courses
### Accounting Technology

**ACG 2021C**  
PRINCIPLES OF FINANCIAL ACCOUNTING  
3

**ACG 2450C**  
COMPUTER ACCOUNTING I  
3

**OST 1335C**  
BUSINESS COMMUNICATIONS  
3

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<th>Advanced Courses</th>
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<tr>
<td><strong>ACG 2071C</strong></td>
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| PRINCIPLES OF MANAGERIAL ACCOUNTING  
3 |
| **ACG 2460C**  |
| Computer Accounting II  
3 |

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<td><strong>OST 1335C</strong></td>
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| JOB SEARCH  
3 |

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<tr>
<td><strong>APA 2942</strong></td>
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| INTERNSHIP IN ACCOUNTING  
1-3 |
| **FIN 2010**  |
| PERSONAL INVESTMENTS  
3 |
| **FIN 2100**  |
| PERSONAL FINANCE  
3 |
| **OST 1141C**  |
| COMPUTER KEYBOARDING  
1 |
| **OST 2854C**  |
| MICROSOFT OFFICE (APPLICATIONS PACKAGE)  
3 |
| **CGS 2100C**  |
| COMPUTER FUNDAMENTALS AND APPLICATIONS  
3 |
| **SLS 1303**  |
| JOB SEARCH  
1 |

* This course has a prerequisite; check description in Valencia catalog.

1 Students may take Computer Keyboarding through credit-by-examination.

**Notes:**  
Specialized courses may not be offered every session or on every campus.

This certificate program is eligible for Financial Aid.

### Accounting Operations

**Technical Certificate**

The purpose of this program is to prepare individuals for entry-level positions in accounting and business, or to provide supplemental training for persons previously or currently employed. The content introduces individuals to the process of data entry into an accounting information system and includes the preparation, presentation, and analysis of business reports.

**Program Outcomes**

- Prepare financial information about business organizations to support external decision making following ethical practices.
- Manage business information using appropriate software.
- Demonstrate effective business communication skills.
- Evaluate business and financial information to support strategic internal decision making following ethical practices.

**Foundation Courses**

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**Intermediate Courses**

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<td>COMPUTER ACCOUNTING II</td>
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* This course has a prerequisite; check description in Valencia catalog

**Notes:**  
Specialized courses may not be offered every session or on every campus.

### Accounting Specialist

**Technical Certificate**

The purpose of this program is to prepare students for entry-level positions in accounting and business, or to provide supplemental training for persons previously or currently employed. The content introduces individuals to the preparation, presentation, and analysis of business reports.

**Program Outcomes**

- Prepare financial information about business organizations to support external decision making following ethical practices.
- Manage business information using appropriate software.
- Demonstrate effective business communication skills.

**Foundation Courses**

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**Intermediate Courses**

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<td>GEB 1011</td>
<td>INTRODUCTION TO BUSINESS</td>
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* This course has a prerequisite; check description in Valencia catalog

**Notes:**  
Specialized courses may not be offered every session or on every campus.