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. 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 career information related to this program, please visit O*Net OnLine (https://www.onetonline.org).

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

East Campus

Laurie Larson, Program Chair: 407-582-2513
llarson@valenciacollege.edu

Patti Lopez, Program Chair 407-582-2518
plopez@valenciacollege.edu

Stephanie Walsh, Career Program Advisor: 407-582-2170
swalsh21@valenciacollege.edu

Osceola Campus

Lisa Gray, Program Chair: 407-582-4836
lgray@valenciacollege.edu

Claudia Zequeira, Career Program Advisor: 407-582-4172
czqueira@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.

Program Outcomes

- 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA 1111C</td>
<td>BASIC ACCOUNTING</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction To Business</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION ^</td>
<td>3</td>
</tr>
<tr>
<td>Science or Mathematics: Core or MAC 1105 for UCF Transfer Students ^</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SLS 1122</td>
<td>New Student Experience</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH ~</td>
<td>3</td>
</tr>
</tbody>
</table>

Intermediate Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>OST 1335C</td>
<td>BUSINESS COMMUNICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2021C</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING ^</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2450C</td>
<td>COMPUTER ACCOUNTING ^</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics-Macro ~</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2071C</td>
<td>PRINCIPLES OF MANAGERIAL ACCOUNTING</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core or Institutional Requirement ~</td>
<td>3</td>
</tr>
</tbody>
</table>

Advanced Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2100C</td>
<td>INTERMEDIATE ACCOUNTING I ^</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2030C</td>
<td>CAPSTONE REVIEW COURSE OF ACCOUNTING PRINCIPLES ^</td>
<td>3</td>
</tr>
<tr>
<td>TAX 2000C</td>
<td>FEDERAL INCOME TAX ^</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2360C</td>
<td>COST ACCOUNTING ^</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2460C</td>
<td>SPREADSHEETS FOR ACCOUNTING ^</td>
<td>3</td>
</tr>
<tr>
<td>APA 2000</td>
<td>PAYROLL ACCOUNTING</td>
<td>3</td>
</tr>
</tbody>
</table>

Accounting Technology Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLS 1303</td>
<td>Job Search</td>
<td>1</td>
</tr>
<tr>
<td>SLS 2940</td>
<td>Service Learning ^</td>
<td>1-4</td>
</tr>
<tr>
<td>TAX 2021</td>
<td>TAXATION OF BUSINESS ORGANIZATIONS ^</td>
<td>3</td>
</tr>
<tr>
<td>TAX 2002</td>
<td>TAXATION PRACTICES AND PROCEDURES</td>
<td>3</td>
</tr>
</tbody>
</table>

Notes:

+ 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.

Expand your career opportunities with a Bachelor's Degree in Business and Organizational Leadership (BASBOL) from Valencia. This degree builds on your skills, and prepares you for a supervisory or management role within your respective field. For more information, go to: Bachelor's Degree in Business & Organizational Leadership (http://catalog.valenciacollege.edu/degrees/bachelorofscience/bas). Students who wish to continue their education should consult with a 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

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<td>BASIC ACCOUNTING</td>
<td>3</td>
</tr>
</tbody>
</table>
Accounting Technology

GEB 1011  Introduction To Business  3
OST 1335C  BUSINESS COMMUNICATIONS  3

Intermediate Courses
ACG 2021C  PRINCIPLES OF FINANCIAL ACCOUNTING  3
ACG 2450C  COMPUTER ACCOUNTING  3
CGS 2100C  COMPUTER FUNDAMENTALS AND APPLICATIONS  3

Advanced Courses
ACG 2071C  PRINCIPLES OF MANAGERIAL ACCOUNTING  3
ACG 2460C  SPREADSHEETS FOR ACCOUNTING  3

Accounting Applications Electives  3

Total Credit Hours  27

Accounting Applications Electives
APA 2942  INTERNSHIP IN ACCOUNTING  1-3
FIN 2010  Personal Investments  3
FIN 2100  Personal Finance  3
MTB 1103  Business Mathematics  3
OST 1141C  COMPUTER KEYBOARDING  1
OST 2854C  MICROSOFT OFFICE (APPLICATIONS PACKAGE) (Applications Package)  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 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 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
APA 1111C  BASIC ACCOUNTING  3
GEB 1011  Introduction To Business  3

Intermediate Courses
ACG 2021C  PRINCIPLES OF FINANCIAL ACCOUNTING  3
ACG 2460C  SPREADSHEETS FOR ACCOUNTING  3

Total Credit Hours  12

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

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
APA 1111C  BASIC ACCOUNTING  3
GEB 1011  Introduction To Business  3

Intermediate Courses
ACG 2021C  PRINCIPLES OF FINANCIAL ACCOUNTING  3
ACG 2460C  SPREADSHEETS FOR ACCOUNTING  3

Total Credit Hours  12

* This course has a prerequisite; check description in Valencia catalog
Notes:
Specialized courses may not be offered every session or on every campus.