

# 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 Student Success Coach 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 <https://valenciacollege.edu/academics/programs/as-degree/credit-industry-certification-agreements.php>. Eligible students should contact the Student Success Coach 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 meta-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 Student Success Coach or create an education plan by logging into MyVC, 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](mailto:enrollment@valenciacollege.edu) or 407-582-1507 or visit [valenciacollege.edu/accounting/](https://valenciacollege.edu/accounting/) (<https://valenciacollege.edu/accounting/>).

### Current Students

Your Student Success Coach contact information can be found in MyVC. Log into MyVC, click on the Courses tab, and check your Academic Profile information to find a link to your Student Success Coach.

### **West Campus Faculty Program Chair**

Scott Paxton: 407-582-5817  
[spaxton1@valenciacollege.edu](mailto:spaxton1@valenciacollege.edu)

### **East Campus Faculty Program Chairs**

Patti Lopez: 407-582-2518  
[plopez@valenciacollege.edu](mailto:plopez@valenciacollege.edu)

### **Osceola Campus Faculty Program Chair**

Lisa Gray: 407-582-4836  
[lmgray@valenciacollege.edu](mailto:lmgray@valenciacollege.edu)

## Internship and Workforce Services

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

<b>Foundation Courses</b>		
APA 1111C	COLLEGE ACCOUNTING	3
GEB 1011	INTRODUCTION TO BUSINESS	3
ENC 1101	FRESHMAN COMPOSITION I <sup>++~</sup>	3
POS 2041	U.S. GOVERNMENT	3
	or AMH 2020 U.S. History 1877 to Present	
Science	See Gen. Ed. Core Requirement	3
Mathematics: Core or MAC 1105 for UCF Transfer Students <sup>2+*~</sup>		3
<b>Intermediate Courses</b>		
CGS 2100C	COMPUTER FUNDAMENTALS AND APPLICATIONS	3
OST 1335C	BUSINESS COMMUNICATIONS	3
ACG 2021C	PRINCIPLES OF FINANCIAL ACCOUNTING <sup>*</sup>	3
ACG 2450C	COMPUTER ACCOUNTING <sup>*</sup>	3
ECO 2013	PRINCIPLES OF ECONOMICS-MACRO <sup>~</sup>	3
ACG 2071C	PRINCIPLES OF MANAGERIAL ACCOUNTING <sup>*</sup>	3
Humanities	See Gen. Ed. Core Requirement <sup>~</sup>	3
<b>Advanced Courses</b>		
ACG 2100C	INTERMEDIATE ACCOUNTING I <sup>*</sup>	3
ACG 2030C	CAPSTONE REVIEW COURSE OF ACCOUNTING PRINCIPLES <sup>*</sup>	3
TAX 2000C	FEDERAL INCOME TAX <sup>*</sup>	3
ACG 2360C	COST ACCOUNTING <sup>*</sup>	3
ACG 2460C	SPREADSHEETS FOR ACCOUNTING <sup>*</sup>	3
APA 2501	PAYROLL ACCOUNTING	3
Accounting Technology Electives <sup>3</sup>		3
<b>Total Credit Hours</b>		<b>60</b>
<b>Accounting Technology Electives</b>		
APA 2934	SELECTED TOPICS IN ACCOUNTING	1-3
APA 2942	INTERNSHIP IN ACCOUNTING <sup>*</sup>	1-4
BUL 2241	BUSINESS LAW I <sup>*</sup>	3
FIN 2000	PRINCIPLES OF FINANCE	3
BUL 2242	BUSINESS LAW II <sup>*</sup>	3
ECO 2023	PRINCIPLES OF ECONOMICS-MICRO	3
FIN 2010	PERSONAL INVESTMENTS	3
FIN 2100	PERSONAL FINANCE	3
GEB 1350	INTRODUCTION TO INTERNATIONAL BUSINESS	3
SBM 1000	SMALL BUSINESS MANAGEMENT	3
MAN 2021	PRINCIPLES OF MANAGEMENT <sup>*</sup>	3
MAR 2011	PRINCIPLES OF MARKETING <sup>*</sup>	3
MTB 1103	BUSINESS MATHEMATICS	3
MAC 2233	CALCULUS FOR BUSINESS AND SOCIAL SCIENCE <sup>++</sup>	3
OST 2854C	MICROSOFT OFFICE (APPLICATIONS PACKAGE)	3
STA 2023	STATISTICAL METHODS <sup>++</sup>	3
SLS 1303	JOB SEARCH	1
SLS 2940	SERVICE LEARNING <sup>*</sup>	1-4
TAX 2021	TAXATION OF BUSINESS ORGANIZATIONS <sup>*</sup>	3

TAX 2002	TAXATION PRACTICES AND PROCEDURES <sup>*</sup>	3
SPC 1608	FUNDAMENTALS OF SPEECH	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.

<sup>1</sup> Students may take Computer Keyboarding through credit-by-examination.

<sup>2</sup> Students who want to pursue articulation agreements with four-year state schools must choose MAC 1105 COLLEGE ALGEBRA as the science or math elective

<sup>3</sup> Students who want to pursue articulation agreements with four-year state schools must choose ECO 2023 PRINCIPLES OF ECONOMICS-MICRO, MAC 2233 CALCULUS FOR BUSINESS AND SOCIAL SCIENCE and STA 2023 STATISTICAL METHODS as electives.

(GB) denotes a Gordon Rule course.

### Notes:

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 Student Success Coach 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	COLLEGE ACCOUNTING	3
GEB 1011	INTRODUCTION TO BUSINESS	3
OST 1335C	BUSINESS COMMUNICATIONS	3

### Intermediate Courses

ACG 2021C	PRINCIPLES OF FINANCIAL ACCOUNTING <sup>*</sup>	3
ACG 2450C	COMPUTER ACCOUNTING <sup>*</sup>	3

CGS 2100C	COMPUTER FUNDAMENTALS AND APPLICATIONS	3
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**Advanced Courses**

ACG 2071C	PRINCIPLES OF MANAGERIAL ACCOUNTING *	3
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ACG 2460C	SPREADSHEETS FOR ACCOUNTING *	3
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Accounting Applications Electives		3
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<b>Total Credit Hours</b>		<b>27</b>
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**Accounting Applications Electives**

APA 2942	INTERNSHIP IN ACCOUNTING *	1-3
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FIN 2010	PERSONAL INVESTMENTS	3
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FIN 2100	PERSONAL FINANCE	3
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MTB 1103	BUSINESS MATHEMATICS	3
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OST 1141C	COMPUTER KEYBOARDING <sup>1</sup>	1
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OST 2854C	MICROSOFT OFFICE (APPLICATIONS PACKAGE) (Applications Package)	3
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SLS 1303	JOB SEARCH	1
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\* This course has a prerequisite; check description in Valencia catalog.

<sup>1</sup> 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	COLLEGE ACCOUNTING	3
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GEB 1011	INTRODUCTION TO BUSINESS	3
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**Intermediate Courses**

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

ACG 2071C	PRINCIPLES OF MANAGERIAL ACCOUNTING *	3
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Accounting Operations Elective(s)	3
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<b>Total Credit Hours</b>	<b>18</b>
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**Accounting Operations Electives**

ACG 2450C	COMPUTER ACCOUNTING *	3
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APA 2942	INTERNSHIP IN ACCOUNTING *	1-3
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CGS 2100C	COMPUTER FUNDAMENTALS AND APPLICATIONS	3
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FIN 2010	PERSONAL INVESTMENTS	3
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FIN 2100	PERSONAL FINANCE	3
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MTB 1103	BUSINESS MATHEMATICS	3
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OST 1141C	COMPUTER KEYBOARDING <sup>1</sup>	1
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OST 2854C	MICROSOFT OFFICE (APPLICATIONS PACKAGE) (Applications Package)	3
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\* This course has a prerequisite; check description in Valencia catalog.

<sup>1</sup> Students may take Computer Keyboarding through credit-by-examination.

**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**

APA 1111C	COLLEGE ACCOUNTING	3
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GEB 1011	INTRODUCTION TO BUSINESS	3
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**Intermediate Courses**

ACG 2021C	PRINCIPLES OF FINANCIAL ACCOUNTING *	3
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ACG 2460C	SPREADSHEETS FOR ACCOUNTING *	3
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<b>Total Credit Hours</b>	<b>12</b>
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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.