



### **A.S. in Accounting**

The A.S. Degree Program in Accounting will enable qualified JMVU graduates to be the financial record keepers of many companies, and even sustain their own businesses. In small corporations, the accounting clerks or assistants may have all of the responsibility of daily financial transactions. They will be able to prepare financial statements, handle payroll, prepare invoices and receive payments, and manage banking transactions. In larger corporations, these assistants will be prepared to assume more specialized responsibilities, such as serving as the accounts receivable clerk, or auditing clerk.

Graduates of the JMVU A.S. in Accounting Program may also be able to attain employment in related fields. According to the Florida Occupational Profile provided for Bookkeeping, Accounting and Auditing Clerks, these related positions include loan officers, wholesale and retail buyers, claims examiners, compensation and benefits analysts, insurance appraisers and adjusters, and customer service representatives.

The A.S. Degree Program in Accounting is designed to enable graduates to become financial assistants, accounting clerks and bookkeepers immediately upon graduation. The program provides students with a combination of technical training, accounting, business practices and General Education courses. Students receive a comprehensive understanding of accounting and bookkeeping through applied and relevant courses, with a practical internship during the last semester. This degree also prepares students to continue their education at JMVU or other postsecondary institutions in the field of business.

### ***Program Objectives***

The overall goal of the Accounting Program is to prepare the student to assume employment in a position with accounting responsibilities. The objectives are to:

1. Prepare financial statements.
2. Apply theories, principles, strategies, and tools in the accounting area.
3. Summarize and interpret business law and the U.S. tax law.
4. Use information technology applications in the accounting environment such as word processing, spreadsheets, and presentation software.
5. Follow a professional code of ethics.

### ***Program Delivery***

Students enrolled in the A.S in Accounting will be able to take the program on campus or hybrid online (Definitions: **Hybrid Online** means the student can complete up to 99% of the program online and at least 1% on campus. **100% online** the student will never attend classes on campus, but solely online. **On campus** delivery means the student will never take an online class, but all classes will be in person).

## **DISTANCE LEARNING EDUCATION INFORMATION**

### **Technological requirements for Distance Education Students:**

Students must have ready access to all standards outlined. Additionally, some courses require the ability to download and install software. It is recommended that students need to have basic technological proficiency. Assignments may include, but are not limited to, word processing, document creation, digital slide presentations, and recording video presentation. Students that



don't have the basic technological proficiency can benefit from the university's optional offered trainings in the mentioned areas.

#### **Devices**

- A Desktop or laptop device is necessary to complete the coursework.
- Desktop or laptop device must have Windows 8/10 or MacOS 10.10 or above and the capability of producing sound via speakers or headphones.
- Mobile devices may be used for some, but not all, LMS functions. A mobile device cannot replace a desktop/laptop.

#### **Connectivity**

- High-speed Internet connection: Cable, DSL, etc.
- Internet Web Browser (Firefox, Internet Edge, Safari, or Google Chrome).
- Personal or university e-mail account.

#### **Recommended creation/processing software**

- Word Processor (MS Word, Google Docs, etc.).
- PDF Reader (Adobe Acrobat Reader or Apple Preview).
- Additional software may be required for certain courses.

#### **Students privacy:**

Student privacy is very important to the university. Students the university FERPA statement located university website under the consumer disclosures tab in the financial aid section. Students may also review the student records section of the university catalog pages 79-80 for more information on privacy.

#### **Verification of Identity Protection:**

During the admissions process students will be asked to provide a copy of their state or government issue ID. After students begin their program they will be required to upload a face picture to their Vargas Portal profile. Student identities will be verified and their privacy protected through the use of a student a unique username and password during the Admissions process. The Admissions and Financial Aid Offices will verify incoming student documentation. Student privacy will be protected through the https secure connection of the Vargas Portal. Students will login online and agree through a student agreement that they are the sole users of the course materials. Students will be ask to submit their assignments on the Vargas Portal.

#### **Additional Distance Education Fees:**

There are no platform access fees, online library access fees, fees associated with identity verification and the course textbooks maybe purchased by the students on amazon.com and other online retail stores. If students desire the university to purchase the course textbooks for the student, the university will charge the cost of the book plus \$30 to the student account. Through the Vargas Portal students will be able to pay the charges, if they desire the university to buy the books for them.

#### ***Graduation Requirements***

A total of 60 credit hours must be completed by taking the following courses. Courses which meet the General Education requirements (21 credit hours) are labeled “**GE**”.



- SLS 1601 Orientation & Study and Research Techniques **GE** 3 credits

**SEMESTER I** (requirement of 12 credits)

- ENC 1000 Oral & Written Communications **GE** 3 credits
- MAC 1105 College Mathematics I - Algebra & Geometry **GE** 3 credits
- ACG 3073 Accounting I 3 credits
- CGS 210 Office Applications 3 credits

**SEMESTER II** (requirement of 15 credits)

- ENC 1101 Composition I **GE** 3 credits
- ACG 3341 Accounting II 3 credits
- TAX 200 Federal Income Tax I 3 credits
- ACG 265 Principles of Auditing 3 credits
- ACG 207 Managerial Accounting 3 credits

**SEMESTER III** (requirement of 15 credits)

- PSY 2012 General Psychology **GE** 3 credits
- ACG 236 Cost Accounting 3 credits
- APA 112 Accounting Applications 3 credits
- ACG 268 Fraud Examination 3 credits
- BUL 224 Business Law I 3 credits

**SEMESTER IV** (requirement of 15 credits)

- PHI 2600 Ethics or another philosophy course **GE** 3 credits
- TAX 201 Federal Income Tax II 3 credits



- BSC 1085 General Anatomy and Physiology **GE** 3 Credits
- FIN 201 Business Finance 3 credits
- MAN 294 Internship in Accounting 3 credits
- Successful completion of the university career services requirements.