***Note required information:*** *Program or certificate changes require a change to the catalog page. All change of program or certificate proposals must include the new catalog page, with all proposed changes, at the end of this document. All changes that affect the courses, words, numbers, symbols, program description, admissions requirements, and graduation requirements as presented in the 2013-2014 catalog must be documented. Note before completing this proposal that all new courses and current prerequisite, corequisite, core, or elective courses changes must have already been reviewed (or submitted for the same meeting) by the Curriculum Committee and approved by the Provost and Vice President of Academic Affairs. The Track Changes feature in Word must be used to illustrate all changes to the catalog page.*

|  |  |
| --- | --- |
| **School or Division** | School of Business and Technology |
| **Program or Certificate** | AS, Accounting Technology |
| **Proposed by (faculty only)** | Doug Nay, William Van Glabek, Leroy Bugger and David Hoffman |
| **Presenter (faculty only)** | David Hoffman |
| Note that the presenter (faculty) listed above must be present at the Curriculum Committee meeting or the proposal will be returned to the School or Division and be resubmitted for a later date. | |
| **Submission date** | 1/9/2015 |

**Section I, Proposed Changes**

|  |  |
| --- | --- |
| **Change of School, Division, or Department** | NA |
| **Change to program or certificate name** | NA |
| **List below, any changes to the program or certificate prerequisites. Include course titles and credits if applicable.** | |
| None | |
| **List below, any changes to the General Education requirements. Include course titles and credits if applicable.** | |
| None | |
| **List below, any changes to the program or certificate Core requirements. Include course titles and credits if applicable.** | |
| It is proposed that ACG 2930 – Special Topics/Capstone – Accounting - 1 credit, will no longer be part of the degree as of Fall 2015. Its learning outcomes and elements of the course will be integrated into TAX 2401 – Trusts, Estates, and Gifts: Accounting and Taxation - 3 credits, which is the last course in the program tax sequence and is taken in the final semester of the program. This change is taken to accommodate anticipated State of Florida reduction in program hours. In addition, the computer science faculty is proposing the removal of the prerequisite requirement of CGS 1000 for CGS 1100. CGS 1100 is the course preferred for transfer into the SUS and meets the learning outcomes at a higher level. Lastly, SLS 1515 – Cornerstone Experience has been added as an “or” option accompanying SLS 1331 – Personal Business Skills. | |
| **List below, any changes to the program or certificate Elective requirements. Include course titles and credits if applicable.** | |
| To further accommodate above mention anticipated program length changes, the program requirement of 3 credit hours of AS program electives is proposed to be eliminated. | |
| **List below, any other changes to the program or certificate requirements.** | |
| None | |
| **Change to program length (credits or clock hours to complete)** | From: 64  To: 60 |

**Section II, Justification for proposal**

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| **Provide justification (below) for each change on this proposed curriculum action** |
| Note: Every indication is that FLDOE will be reducing the AS Accounting Technology degree from 64 to 60 credit hours, but the reduced-hour framework is still in draft form as of the date of this submission. In the event that the degree remains at 64 credit hours for another year, the faculty request that this curriculum action be accepted as is with the addition of 4 open elective credit hours. |

**Section III, Important Dates and Endorsements Required**

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| **List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).** |
| Dr. Douglas Nay, David Hoffman, William Van Glabek, Leroy Bugger |

**nOTE:** Changes for the Fall 2015 term must be submitted to the Dropbox by the January 3, 2015 deadline and approved no later than the February 28, 2015 Curriculum Committee meeting. Changes during mid-school year are NOT permitted. Extreme circumstances will require approval from the appropriate Dean or Assistant Vice President as well as the Provost and Vice President of Academic Affairs to begin in either the Spring 2015 or Summer 2015 term.

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| --- | --- |
| **Term in which approved action will take place** | Fall 2015 |

|  |  |  |
| --- | --- | --- |
| **Required Endorsements** | **Type in Name** | **Select Date** |
| **Department Chair or Program Coordinator** | Dr. Douglas Nay | 1/9/2015 |
| **Academic Dean or Assistant Vice President** | Dr. John Meyer | 1/9/2015 |
| **Dean’s Council Representative** | Dr. Mary Myers | 2/3/2015 |

|  |  |
| --- | --- |
| **Select Curriculum Committee Meeting Date** | February 27, 2015 |

Completed curriculum proposals must be uploaded to Dropbox by the deadline. Please refer to the *Curriculum Committee Critical Dates for Submission of Proposals* document available in the document manager in the FSW Portal:

* Document Manager
* VP Academic Affairs
* Curriculum Process Documents

**Important Note to Faculty, Department Chairs or Program Coordinators, and Deans or an Assistant Vice President:**

Incomplete proposals or proposals requiring corrections will be returned to the School or Division. If a proposal is incomplete or requires multiple corrections, the proposal will need to be completed or corrected and **resubmitted to the Dropbox for the next Curriculum Committee meeting** (no later than January 9, 2015 to be effective for the Fall 2015 term). All Curriculum proposals require approval of the Provost and Vice President of Academic Affairs. Final approval or denial of a proposal is reflected on the completed and signed Summary Report.

**AS, Accounting Technology**

**Purpose**

The Associate in Science (AS) in Accounting Technology program offers a sequence of courses that presents coherent and rigorous content needed to prepare for employment and/or promotion in occupations where a general knowledge of accounting, bookkeeping, tax preparation, and general business are required. It also prepares students for entry into a variety of baccalaureate degree programs in related disciplines such as accounting, business administration, management, and finance.

The content includes but is not limited to the principles, procedures, and theories of organizing, maintaining and auditing business and financial transactions and the preparation of accompanying financial records and reports for internal and external uses.

**Program Structure**

This program is a planned sequence of instruction consisting of 64 credit hours in the following areas: 18 credit hours of General Education Requirements, 43 credit hours of Accounting Technology Core Requirements, and 3 credit hours of Approved Electives. The Accounting Technology Management Certificate is a 27 credit hour certificate that prepares students for entry into employment and is comprised of core courses in the AS Accounting Technology degree. As such, it can be earned before the student has earned the AS Accounting Technology degree.

**Course Prerequisites**

***Many courses require prerequisites.*** Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

**Graduation**

Students must fulfill all requirements of their program major after which, students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 2000 course the semester in which they intend to graduate. Students must apply for graduation ***by the published deadline*** to be assured of final clearance for graduation, timely receipt of their diploma, and participation in the commencement ceremony.

**General Education Requirements: 18 Credit Hours**

ENC 1101 - Composition I - 3 credits

ENC 1102 - Composition II - 3 credits

SPC 1017 - Fundamentals of Speech Communication - 3 credits

**OR**

SPC 2608 - Introduction to Public Speaking - 3 credits

ECO 2013 - Economics I - 3 credits

Any General Education Mathematics Course (MAC 1105-College Algebra or STA 2023-Statistical Methods I recommended) - 3 credits

Any General Education Humanities Course (PHI 2600 - Ethics or PHI 2103 Critical Thinking recommended) - 3 credits

**Accounting Technology, AS Degree Core Requirements: 42 Credit Hours**

ACG 2021 Financial Accounting - 3 credits

ACG 2071 - Managerial Accounting - 3 credits

ACG 2450 Accounting Software Applications - 3 credits

ACG 2500 - Governmental and Not-For-Profit Accounting - 3 credits

CGS 1100 – Computer Applications for Business – 3 credits

CGS 2511 - Advanced Spreadsheet Computing - 3 credits

ECO 2023 - Economics II - 3 credits

MAN 2021 - Management Principles - 3 credits

MTB 1103 - Business Mathematics - 3 credits

RMI 2001 – Principles of Risk Management - 3 credits

SLS 1331 - Personal Business Skills - 3 credits

**OR**

SLS 1515 – Cornerstone Experience – 3 credits

TAX 2000 - Federal Tax Accounting I - 3 credits

TAX 2010 - Federal Tax Accounting II -3 credits

TAX 2401 – Trusts, Estates, and Gifts: Accounting and Taxation - 3 credits

**Total Degree Requirements: 60 Credit Hours**

**Information is available online at:** [**www.fsw.edu/academics**](http://www.fsw.edu/academics) **or on the School of Business and Technology Home Page at:** [**www.fsw.edu/sobt**](http://www.fsw.edu/sobt)