

# Accounting A.A.S.



● CAREER DEGREE    **M** MIDDLETOWN CAMPUS    **DL** DISTANCE LEARNING

Accredited by:

The Accreditation Council for Business Schools and Programs (ACBSP)

7007 College Boulevard, Suite 420

Overland Park, KS 66211

## Program Description

The Associate in Applied Science degree program in Accounting prepares graduates to begin their careers assisting accountants as full-charge bookkeepers, junior accountants, accounting clerks or office managers in the private, public or government sectors.

Students take a sequence of accounting coursework including Financial Accounting, Managerial Accounting, Income Tax Procedures, Accounting with Microcomputer Applications and Accounting Practice. With computer software, students learn to use correct accounting procedures through the accounting cycle. Special Excel spreadsheet and QuickBooks projects are provided to enhance the understanding of real world applications.

The accounting assistant provides bookkeeping capabilities to a variety of employers through such responsibilities as accounts receivable/payable, payroll, balance sheets, and income statements, billing, and bank statement reconciliation.

*This degree has been approved by ACBSP and SUNY NYS Education Department for online distance learning delivery. This does not mean that SUNY Orange offers every course in the program online; however, many are offered in this format. Please check the current credit course schedule for online DL virtual course listings offered each semester.*

## Program Outcomes

Students will:

- demonstrate knowledge of the accounting cycle, including preparation of financial statements in accordance with Generally Accepted Accounting Principles (GAAP).
- express business information effectively in both oral and written form.
- demonstrate the ability to effectively interface with an automated accounting system.
- create and edit Excel spreadsheets to solve various accounting problems.
- learn critical thinking skills through an analytical business report project.

## Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (HSEs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission.

## Transfer Options

While the A.A.S. is a degree that prepares you for employment, SUNY Orange students have successfully transferred to:

- Franklin University
- Mount St. Mary College
- Ramapo College
- SUNY Empire State College

## Your Career Coach

Career opportunities in general accounting and bookkeeping exist in the following fields:

- service
- education
- travel
- entertainment
- manufacturing
- insurance
- industrial
- media/advertising

## Accounting A.A.S. Gateway Courses:

- Gateway courses: OFT 106, BUS 161, BUS 103, ACC 153
- Key courses: BUS 161, BUS 203, ACC 205, ACC 211, ACC 220, ACC 214 (students must achieve a grade of C or better in this course to graduate from the program)

# SUNY Orange 22-23

- Electives: Two Social Science Electives (strongly recommend ECO 201 and ECO 202), Liberal Arts Elective

*Courses above have been recommended by the department to help introduce you to the program (Gateway courses) and guide you in selecting courses that will provide you with the best academic experience (Key courses and suggested Electives).*

## First Semester

Course #	Course Name	P, C, P/C	Cr
ENG 101	Freshman English 1	P	3
MAT ____	Mathematics elective		3
OFT 106	Keyboarding*		1
BUS 161	Computer Applications for Business	P	3
ACC 153	Financial Accounting	P	4
BUS 103	Introduction to Business		3
	Total Semester Credits		17

## Milestones

**During this semester, students should:**

- Become familiar with your MySUNY Orange (Degree Works, Banner, LMS, Gmail, alerts and your academic information)

## Second Semester

Course #	Course Name	P, C, P/C	Cr
ENG 102	Freshman English 2	P	3
_____	Social Science Elective		3
MAT ____	Mathematics elective		3
BUS 101	Business Math	P	3
ACC 154	Managerial Accounting	P	4
	Total Semester Credits		16

## Milestones

**During this semester, students should:**

- Seek Academic Support Services/Tutoring
- Join the Business Club

## Third Semester

Course #	Course Name	P, C, P/C	Cr
BUS 201	Business Law 1		3
_____	Social Science Elective		3
_____	Liberal Arts Elective		3
ACC 211	Income Tax Procedures	C	3
BUS 105	Business and Society		3
	Total Semester Credits		15

## Milestones

**During this semester, students should:**

- Participate in the Volunteer Income Tax Assistance program
- Explore employment and internship opportunities at Career and Internship Services

## Fourth Semester

Course #	Course Name	P, C, P/C	Cr
BUS 203	Business Communications		3
BUS 202	Business Law 2		3
ACC 205	Accounting w/ Spreadsheet Applications	P	3
ACC 214	Accounting Practice**	P	4
<b>Either</b>	Personal Finance	P	
ACC 111			
<b>Or</b>	Accounting Internship	P, P/C	3
ACC 220			
	Total Semester Credits		16

**Milestones**

**During this semester, students should:**

- Audit your degree using Degree Works
- Apply for Graduation

**TOTAL DEGREE CREDITS: 64**

**Notes:**

\*Students with sufficient keyboarding ability who pass the keyboarding waiver exam will fulfill this requirement; they do not need to replace the one (1) credit.

\*\*Students must achieve a grade of C or better to graduate from this program.