

# Accounting Procedures Degree Map



■ CAREER CERTIFICATE  
 M MIDDLETOWN CAMPUS  
 DL DISTANCE LEARNING

## A Day in the Life ...

The Accounting Procedures Certificate offers you a one-year introduction to accounting and general business literacy skills. A supplement to an AAS degree to gain knowledge of the accounting cycle, including preparation of financial statements in accordance with Generally Accepted Accounting Principles (GAAP). This certificate assumes you have basic English and Math skills.

## Three Reasons to Consider Accounting Procedures

1. Small classes to give you individual attention and provide individual encouragement from credentialed faculty.
2. Develop analytical skills through finding, extracting and evaluating financial information to make sound business decisions.
3. Nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

## Keep This in Mind

Students learn to use correct accounting procedures through the accounting cycle.

Special Excel spreadsheet and QuickBook projects are provided to enhance the understanding of real-world applications. This certificate works well when stacked with an A.S. or A.A.S. degree program to diversify your knowledge.

## Accounting Procedures Gateway Courses:

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

*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
ACC 153	Financial Accounting	P	4
BUS 101	Business Math	P	3
BUS 161	Computer Applications for Business	P	3
OFT 106	Keyboarding*		1
ACC 211	Federal Income Tax Procedures	C	3
	Total Semester Credits		14

## Milestones

### During this semester, students should:

- Become familiar with your MySUNY Orange (Degree Works, Gmail, Banner, LMS, alerts and your academic information)
- Seek Academic Support Services/Tutoring
- Join the Business Club

## Second Semester

Course #	Course Name	P, C, P/C	Cr
BUS 201	Business Law 1		3
ACC 154	Managerial Accounting	P	4
BUS 203	Business Communications		3
ACC 205	Accounting w/ Spreadsheet Applications	P	3
ACC 214	Accounting Practice	P	4
	Total Semester Credits		17

## Milestones

### During this semester, students should:

- Audit your degree using Degree Works
- Apply for Graduation

**TOTAL DEGREE CREDITS: 30-31\***

**Notes:**

\*Students may take the OFT Keyboarding assessment and be waived from the one (1) credit course.