

# Accounting Procedures



■ CAREER CERTIFICATE
 M MIDDLETOWN CAMPUS
 DL DISTANCE LEARNING

## Program Description

The Accounting Procedures certificate program prepares graduates to work in entry-level bookkeeping positions. Emphasis is placed on developing bookkeeping skills and knowledge of general business practices. This certificate works well when stacked with an A.S. or A.A.S. degree program to diversify your knowledge.

Students take a sequence of accounting coursework. Students learn the accounting cycle using both manual and computer software systems. Special Excel spreadsheet and QuickBooks projects are provided to enhance the understanding of real world applications.

Graduates can utilize their acquired skills in various entry-level positions such as bookkeepers, accounts receivable/payable clerks, and payroll clerks with responsibilities and abilities in balance sheets, 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).
- 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 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 certificate program prepares you for job placement upon graduation, SUNY Orange has a special relationship with Franklin University for transfer to a B.S. degree in Applied Management or Accounting. In addition, all courses taken for this certificate may be applied to the A.A.S. Accounting degree program at SUNY Orange.

## Your Career Coach

General accounting and bookkeeping positions exist in the following fields:

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

[Explore careers with Career Coach](#)

## 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

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Course #	Course Name	P, C, P/C	Cr
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.