

# Accounting A.A.S. Degree Map

● CAREER DEGREE  
 M MIDDLETOWN CAMPUS  
 DL DISTANCE LEARNING

## A Day in the Life ...

The Associate in Applied Science degree program in Accounting prepares graduates to begin their careers assisting accountants as bookkeepers, junior accountants, accounting clerks or office managers in the private, public, or government sector. The accounting assistant provides bookkeeping capabilities with responsibilities in accounts receivable/payable, payroll, balance sheets, income statements, billing, and bank statement reconciliation.

## Three Reasons to Consider Accounting A.A.S.

1. Small classes to give you individual attention and provide individual encouragement from credentialed faculty.
2. Internship experience for those who want to build their resumes for regional companies.
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.

## 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)
- 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

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