

Accounting

Degree Awarded: Associate in Applied Science

Accredited by the Association of Collegiate Business Schools and Programs (ACBSP)
7007 College Boulevard, Suite 420, Overland Park, KS, 66211

Recommended Course Sequence

| First Semester | Credits |
|--|---------|
| ENG 101 Freshman English 1 | 3 |
| MAT ___ Mathematics | 3 |
| BUS 101 Business Math | 3 |
| BUS 103 Introduction to Business | 3 |
| ACC 101 Accounting Principles 1 | 4 |
| OFT 106 Keyboarding* | 1 |
| PES 100 Concepts of Physical Wellness | 1 |
| Second Semester | |
| ENG 102 Freshman English 2 | 3 |
| MAT ___ Mathematics | 3 |
| CIT 101 Microcomputer Applications | 3 |
| BUS 105 Business & Society | 3 |
| ACC 102 Accounting Principles 2 | 4 |
| PES ___ Physical Education | 1 |
| Third Semester | |
| _____ Social Science Elective | 3 |
| BUS 201 Business Law 1 | 3 |
| BUS 203 Business Communications | 3 |
| ACC 211 Income Tax Procedures 1 | 3 |
| ACC 205 Accounting with Microcomputer Applications | 3 |
| Fourth Semester | |
| _____ Social Science Elective | 3 |
| BUS 202 Business Law 2 | 3 |
| ACC 214 Accounting Practice** | 4 |
| _____ Liberal Arts Elective | 3 |
| ACC 111 Personal Finance or | |
| ACC 220 Accounting Internship | 3 |

Total Credits: 66

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

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

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 Accounting Principles 1 and 2, 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.

Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (GEDs). 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. (See pages 7 through 13 for more details on the admission process for all applicants.)

Developmental classes should be completed before attempting the courses in this program.



Student Learning 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.



Career Opportunities

General accounting and bookkeeping positions exist in the following fields:

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

Transfer Opportunities

While the A.A.S. is a degree leading to immediate employment, SUNY Orange has a special relationship for transfer to a B.S. degree in accounting with Franklin University. Other transfers agreements of courses exit with

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

Contact Information

Accounting/Office Technologies
Department Chair
(845) 341-4411
Admissions Office
(845) 341-4030

