



ACCOUNTING CAREER • Associate in Science in Business Administration

BEDFORD CAMPUS AND LOWELL CAMPUS - DAY AND EVENING

✓	COURSE #	COURSE TITLE	CREDITS	PREREQUISITES
_____	BUS 110	Introduction to Business	3	ENG 060 or higher placement
_____	BUS 120	Introduction to Accounting I	3	MAT 060 and ENG 060 or higher placement Corequisite: MAT 070
_____	BUS 214	Cooperative Field Experience	3	Completion of at least 12 credits in student's degree or certificate program with a GPA of 2.0 or higher and eligible for ENG 101
_____	BUS 220	Introduction to Accounting II	3	BUS 120
_____	BUS 320	Managerial Accounting	3	BUS 220 or BUS 221 and CAP 101
_____	BUS 321	Intermediate Accounting I	3	BUS 220 or BUS 320
_____	BUS 322	Intermediate Accounting II	3	BUS 321
_____	BUS 323	Computerized Accounting	3	BUS 220
_____	BUS 324	Taxation	3	BUS 220 or *
Choose two of the following (6 credits):			6	
_____	BUS _____	Business Elective		
_____	BUS 210	Principles of Management		BUS 110 or * and eligible for ENG 101
_____	BUS 222	Introduction to Finance		BUS 120
_____	BUS 240	Principles of Marketing		BUS 110 or *
_____	CAP 155	Spreadsheet Applications		CAP 101 or * corequisite: MAT 070
_____	CAP 101	Microcomputer Applications or		ENG 060 or higher placement and either taking, having successfully completed or tested out of ENG 071 and MAT 070
_____	CAP _____	Computer Applications elective***	3	
_____	ENG 101	English Composition I	3	C- in ENG 071 or eligible for ENG 101 and placement above or successful completion of ENG 060
_____	ENG 102	English Composition II: An Introduction to Literature	3	ENG 101
_____	ECO 140	Principles of Macroeconomics	3	MAT 070, eligible for ENG 101, ENG 060 or higher placement
_____	ECO 150	Principles of Microeconomics	3	ECO 140
_____	LGL 102	Business Law or		
_____	LGL 130	Legal Environment of Business	3	
_____		Behavioral Science elective	3	
_____		Humanities elective	3	
_____		Mathematics elective **	3	
_____		Science elective	3-4	
			63 - 64	

*Permission of instructor
**Must be above MAT 070, Algebra I
***CAP 100 will not satisfy this requirement

Program Description:

The Accounting Associate in Science in Business Administration degree program is designed to prepare students for a wide variety of accounting support positions. The degree provides students with a strong accounting foundation, including expertise in accounting computer applications found in most accounting firms and accounting departments of businesses. The coursework also exposes students to a variety of general education courses designed to strengthen the overall educational experience of the accounting student. The Cooperative Field Experience and related courses give students industry experience and focuses on career development and workplace issues.

Career and Transfer Outlook:

Graduates are prepared for entry-level positions in accounting support or as assistants in large corporations, bookkeepers in small business, or client representatives in CPA firms. Accounting support personnel help businesses organize and report their financial information in departments such as accounts receivable, accounts payable, payroll and sales.

Helpful Hints:

Students interested in a career as a certified public accountant should choose the Business Administration Transfer degree program, since a minimum of a bachelor's degree is required for the CPA licensure exam.

Program Outcomes:

Graduates of the Accounting Career Program are prepared to:

- Articulate the role accounting serves in business and use knowledge acquired in the program to demonstrate proficiency in the application of accounting principles which relate to accounting support functions;
- Use industry-standard computer software to record, analyze and report accounting information;
- Communicate effectively using written, oral and nonverbal techniques, including the use of appropriate technology in the gathering and presentation of information;
- Use critical thinking skills to analyze information, integrate knowledge and problem solve using appropriate reasoning strategies;
- Demonstrate a grasp of the complexities of ethical issues in business and in particular the practice of accounting;
- Comprehend the rapid change taking place in the business environment and demonstrate an ability to engage in on-going professional development.

Note: Additional coursework may be required based on college placement testing. Students are urged to meet with their academic advisor for proper course sequencing.