

## Business Administration – Accounting Career

Course Title	Course#	Credits	Prerequisites
___ Introduction to Business	BU 1101	3	EN 2103 or higher placement
___ Business Law OR	BU 1103		
___ Legal Environment of Business	BU 1110	3	
___ Cooperative Field Experience	BU 1241	3	Completion of at least 12 credits in student's degree or certificate program with a minimum GPA of 2.00 or higher
___ Introduction to Accounting I	BU 2101	3	MA 1101 & EN 2103 or higher placement. CoRequisite: MA 1103
___ Introduction to Accounting II	BU 2102	3	BU 2101
___ Managerial Accounting	BU 2105	3	CA 1101 and either BU 2102 or BU 2104
___ Intermediate Accounting I	BU 2201	3	BU 2102 or BU 2105
___ Intermediate Accounting II	BU 2202	3	BU 2201
___ Taxation	BU 2221	3	BU 2102 or *
___ Computerized Accounting	BU 2231	3	BU 2102
<b>Choose any two of the following (6credits):</b>		<b>6</b>	
___ Spreadsheet Applications	CA 1105		CA 1101 or *
___ Introduction to Finance	BU 2215		BU 2101
___ Principles of Management	BU 3101		BU 1101 or *
___ Principles of Marketing	BU 4101		BU 1101 or *
___ Business Elective	BU ___		
___ Microcomputer Applications or	CA 1101		EN 2103 or higher placement and either taking, have successfully completed or tested out of EN 1101 and MA 1103
___ Computer Applications Elective***	CA ___	3	
___ English Composition I	EN 1103	3	EN 1101 or placement by exam
___ English Composition II: An Introduction to Literature	EN 1105	3	EN 1103
___ Humanities elective	HU ___	3	
___ Mathematics elective**	MA ___	3	

___ Science elective	SC ___	3-4	
___ Principles of Macroeconomics	SO 2111	3	MA 1103, eligible for EN 1103
___ Principles of Microeconomics	SO 2113	3	SO 2111
___ Behavioral Science elective	SO ___	3	
			<b>Total credits 63 –64</b>

### Intensive Requirements

<i>Intensive Name</i>	<i>Course Used</i>
Written Communication	
Computer Literacy	
Impact of Technology	
Values, Ethics & Social Policy	
Multicultural or Global Awareness	
Multicultural or Global Awareness	

**Note: Any student entering MCC with 12 transfer credits or more will be exempt from the Intensive requirements.**

Note: BU 1103 & BU 1110 are similar in course content, therefore only one of the two will count towards a degree program

The following courses will not satisfy any requirements for graduation:

English Fundamentals	EN 1100
Basic Writing	EN 1101
Basic Writing for ESL	EN 1102
Basic Reading	EN 2101
College Reading I	EN 2102
College Reading II	EN 2103
Fundamentals of Math	MA 1101
Fund Math/Algebra I	MA 1102
Algebra I	MA 1103
	ES ___

\* permission of instructor

\*\*Must be above MA 1103, Algebra I.

\*\*\* Must be above CA1100

Students are urged to meet with their advisor for proper course sequencing.

For the Associate in Science in Business Administration-Accounting, a total of 63-64 credits and a minimum cumulative GPA of 2.00 are required for graduation.

### **Welcome to Middlesex Community College!**

Middlesex Community College has graduated more than 12,000 people since 1971, and during the past two decades, has grown from a single building in Bedford to a major, two-campus institution of higher education located in Lowell and Bedford.

Today, Middlesex offers 71 programs of study in the fields of science and technology, business, health, human services, office administration and liberal arts. A choice of academic and career-specific programs can prepare students either for transfer to further higher education, or for a particular area of employment. Fifty-five percent of students attend part-time, and range in age from 18 to 64.

The college is committed to educational opportunity and instructional excellence. Faculty, advisors, counselors and other professional staff are actively involved in support systems that give students the confidence and study skills needed for academic progress.

### **Associate in Science in Business Administration-Accounting Career**

Prepares students for entry-level accounting support positions within large and small businesses, bookkeepers in small businesses.

Accounting support personnel help all businesses organize and report their financial information. The program emphasizes accounting principles and practice from a preparer's perspective. Students also develop skills in using industry-standard computer software, through computer applications courses and through practice integrated within accounting courses. Through the Cooperative Field Experience, students gain work experience in a local corporation or organization. The Accounting Career degree is one of the College's programs accredited by the ACBSP (Association of Collegiate Business Schools and Programs).

Students interested in immediately continuing their business or accounting studies at a baccalaureate institution should be enrolled as Business Administration Transfer majors.



Springs Road, Bedford MA 01730-9124  
33 Kearney Square, Lowell MA 01852-1987

# Associate in Science

## *Business Administration Accounting Career Option*

Fall 2006

For first-time students enrolled:  
 Fall 2006