



# MIDDLESEX COMMUNITY COLLEGE STRATEGIES FOR SUCCESS ADVISING GUIDE: *Business Administration Accounting*

The **Business Administration Accounting Career Associate in Science 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.



This advising guide includes information that will help you to explore your academic and career interests and determine whether the **Business Administration Accounting Career Major** will support your long-term goals.



## EXPLORE YOUR OPTIONS WITH ACADEMIC ADVISING

Throughout each semester, meet with your advisor so that he/she can guide you through a self-exploration process that will help you identify your academic and career interests.

### Beginning of Semester:

- \_\_\_ Schedule an appointment to meet with your academic advisor during the first few weeks to discuss future plans and how a Business Administration Degree can help you achieve your goals.
- \_\_\_ Explore your personal interests by completing Focus2, an online career assessment tool:  
<https://www.middlesex.mass.edu/careerservices/focus2.aspx>

### Mid-Semester:

- \_\_\_ Schedule an appointment with academic advisor review your academic progress, Focus2 results and create an academic plan in Degree Works.

### Before Semester Ends:

- \_\_\_ Schedule an appointment to discuss and register for the classes you will take the following semester. (Early November for spring, Early April for fall and summer)
- \_\_\_ Visit the Academic Career & Transfer Center or call 1-800-818-3434 to schedule an appointment.

## ► INSIDE THIS GUIDE

- Exploring Your Options
- Personality Inventory
- Career Path
- Transfer Path

## BUSINESS ADMINISTRATION ACCOUNTING CAREER PROGRAM OUTCOMES

Graduates of the program are prepared to:

- Apply accounting principles which relate to accounting support functions;
- 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

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### **BUSINESS ADMINISTRATION ACCOUNTING CAREER PROGRAM OUTCOMES (CON'T)**

Graduates of the program are prepared to:

- 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 ongoing professional development.



### **IS THE BUSINESS ADMINISTRATION'S ACCOUNTING CAREER MAJOR THE RIGHT FIT FOR ME?**

Think about whether you have the following personality traits and abilities that individuals who pursue a career in **Business Administration Accounting** career must possess:

- **Ability to work well with numbers**  
Do you enjoy working with numbers and analyzing data?
- **Ability to maintain high standards of professionalism**  
Are you able to act ethically with co-workers and the general public?
- **Ability to adapt to multiple work roles**  
Can you handle several varied work situations and switch between them smoothly?
- **Ability to work long hours and maintain a flexible schedule**  
Can you adapt to longer workdays and be seasonally flexible?
- **Ability to communicate well both verbally and in writing**  
Can you communicate with co-workers and the public: speaking and writing?
- **Ability to use computer software packages**  
Are you comfortable with learning new technology?
- **Ability to stay current on laws and regulations**  
Can you commit to staying current with tax laws and other regulations?
- **Ability to be detail oriented and accurate**  
Are you able to follow through on tasks that may require several steps?
- **Ability to be practical and dependable**  
Are you able to stay on task and meet deadlines?
- **Ability to work well with people in a variety of settings**  
Are you comfortable speaking in public and do you enjoy interacting with people?

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## **THE CAREER PATH**

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.

### **Career Planning Activities:**

- Work with career advisor to create resume, cover letter and help improve your interview skills
- Identify internship and volunteer opportunities in your desired field
- Attend career workshops and job fairs



## **THE TRANSFER PATH**

While our **Business Administration-Transfer major** is designed specifically for students wishing to transfer to a bachelor degree program, graduates of the Business Administration Career major can transfer; however, colleges will evaluate transcripts on a course-by-course basis. This degree does not qualify for the *MassTransfer* program.

### **Transfer Planning Activities:**

- Work with an advisor to discuss articulations and transfer agreements
- Visit your selected campuses in person. Every college looks good online or in a glossy photo, but you can get a better feel when you visit
- Meet with a transfer counselor to identify transfer scholarships
- Research admissions requirements and deadlines at four-year colleges and universities

## **MCC ADVISING RESOURCES**

### **Career Services:**

<https://www.middlesex.mass.edu/careerservices>

### **Transfer Services:**

<https://www.middlesex.mass.edu/transfer>

### **MassTransfer:**

<https://www.middlesex.mass.edu/transfer/masstransfer.aspx>

### **Financial Aid:**

<https://www.middlesex.mass.edu/financialaid>

### **Foundation Scholarships:**

<https://www.middlesex.mass.edu/foundation/scholarships>

### **College Board Match Maker:**

<https://bigfuture.collegeboard.org/college-search>

You can find more information about careers and salaries at: [www.bls.gov](http://www.bls.gov)