

## **Associate of Science in Business, Management and Economics with a concentration in Accounting**

These guidelines for an Associate of Science in the Area of Study of Business, Management and Economics (BME) with a concentration in Accounting are intended to provide a framework for students who seek an associate degree in this field, whether it be for purposes of obtaining entry level clerical positions and having the degree as a standalone degree, or whether it be to obtain an associate degree as part of the path toward a Bachelor of Science Degree in Accounting. Moreover, the associate degree in BME with a concentration in Accounting provides students with a sense of accomplishment by dividing the long-term goal, towards the bachelor's degree, into short-term goals that results in a SUNY college degree. Students can then nest the associate degree into a Bachelor of Science in Accounting, or a different type of bachelor's degree in BME. It is also intended to provide students who are interested in exploring the field of Accounting, to determine if a longer-term career goal (and corresponding preparation with a bachelor's degree) is suitable. The degree also provides students who already have work experience in Accounting, to obtain a SUNY degree, therefore strengthening their academic credentials and expanding their job horizons.

### **Where you may be placed in job market with an associate degree in BME with a Concentration in Accounting?**

Students who obtain an associate degree in BME with a concentration in Accounting, strengthen their ability to obtain entry level bookkeeping or accounting clerk positions. Employers generally require a foundational knowledge of Accounting. Moreover, having an associate degree may qualify someone to apply for *Certified Public Bookkeeper* (CPB) license, which is accredited by the [National Association of Certified Public Bookkeepers](https://nationalassociationofcertifiedpublicbookkeepers.org/) (NACPB). The license is recognized throughout the United States and its properties. Please see <https://certifiedpublicbookkeeper.org/license/certified-public-bookkeeper/overview.cfm>

In addition, holding an associate degree, may qualify someone for a ***Certified Accounting Paraprofessional*** (CAP) license, which is accredited by the [National Association of Certified Accounting Paraprofessionals](#) (NACAP). It is recognized throughout the United States and its properties. These licenses enhance one's credibility and job prospects in the field. While an associate degree strengthens one's credentials, it does not guarantee that one will successfully obtain the CPB or CAP licensure or a particular job.

### **Recommended Guidelines for an A.S. in BME with a Concentration in Accounting**

The recommended guidelines for the associate degree follow the same requirements for any associates at ESC. These requirements include 32 credits of liberal arts courses and 30 credits across 7 SUNY General Education requirements.

Associate degrees in BME with a concentration in Accounting must include a minimum of 15-16-credits in accounting. Most of ESC courses are 4 credits. Many students bring community college courses, which are often times 3 credits. Transcript credits for accounting courses that are equivalent to Empire State College accounting courses, will be considered as part of the minimum accounting course requirement. For example, if a student has a 3 credit Introductory Accounting I: Financial Accounting course from a community college, that course counts toward the accounting requirements. These guidelines pertain to an associate degree, therefore, there is no advanced level credit requirement.

Below is a sample of course requirements for an Associate of Science in BME with a concentration in Accounting.

## Sample of course requirements

Courses	Liberal Arts Credits	Non-Liberal Arts Credits
General Education coursework	24	
Statistics	4 (Gen Ed Math)	
Macro or Micro Economics	4 (Gen Ed Social Science)	
Educational Planning	4	
Legal Environment of Business or Business Law I		4
Organizational Behavior or equivalent		4
Introductory Accounting I: Financial Accounting		4
Introductory Accounting II: Managerial Accounting		4
Intermediate Accounting I		4
<b>Select at least one of the following courses:</b>		4
Intermediate Accounting II		
Federal Income Tax I		
Cost Accounting		
Accounting Information Systems		
Elective		4
<b>Total Credits</b>	<b>36</b>	<b>28</b>