

# Business Administration - Accounting

(HEGIS 5004) see College Catalog



ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE; 63 Semester Credits Required for Graduation



## INDUSTRY CERTIFICATIONS:

- Accounting IRS - Tax Preparer
- Assistant Certified Manager
- Certified Bookkeeper
- Certified International Trade Manager
- Certified Purchase Manager
- Professional Certified Marketer

## 1ST SEMESTER

Freshman Skills Seminar  
 Information Literacy  
 Fundamentals of Computer Technology  
 Principles of Accounting I  
 Introduction to Business  
 English Composition I

## 2ND SEMESTER

Principles of Accounting II  
 College Math  
 Principles of Micro-economics  
 Accounting with Electronic Spreadsheets  
 Elective Professional Course I  
 Arts & Sciences Elective

## 3RD SEMESTER

Career Development Seminar  
 Intermediate Accounting  
 Computerized Accounting with Application Package  
 Principles of Marketing  
 English Composition II  
 Elective Professional Course II

## 4TH SEMESTER

Principles of Finance  
 Taxation  
 Cost Accounting  
 Elective Professional Course III  
 Business Administration - Accounting Externship

Elective Professional Courses (Any Three Courses from the following):	Accounting Focus	Business Focus	E-commerce Focus	Retail Management Focus
Advanced Bookkeeping Applications				
Managerial Accounting				
Business Law				
International Business and Trade				
Organizational Behavior				
Business Management				
Introduction to E-Commerce				
E-Commerce Management				
E-Commerce Marketing				
Customer Service Management				
Retail Operations Management				
Merchandise Management				

**OCCUPATIONS:** Accounting Assistant; E-Commerce Associate; Assistant Web Developer; Bookkeeper; E-Business Representative; Financial Aid Officer; Human Resource Assistant; Insurance Specialist; Marketing Representative; Operations Assistant; Retail Manager; Sales Associate

## DIVISION OF BUSINESS

### ASSOCIATE OF OCCUPATIONAL STUDIES (AOS) DEGREE PROGRAMS:

- Business Administration – Accounting
- Office Administration and Technology

### CERTIFICATE PROGRAMS:

- Office Technology and Administration
- Executive Legal Assistant

For required program disclosure information, please visit our website at [www.asa.edu/disclosure.asp](http://www.asa.edu/disclosure.asp)

## PARTIAL LIST OF INTERNSHIP SITES:

1st Choice Home Care Services Inc.	Merrill Lynch
Accountable Financial Management	Mznet Consulting Inc.
Aflac NY	National Allotment Insurance Agency
Age Group Ltd.	New American Chamber of Commerce
American Continental Properties	New York Hospital Center & School of Medicine
Asterix Consulting, Inc.	North Forth Mutual
Associated Consulting NY Life	PA'LANTE Harlem, Inc.
Brooklyn Community Housing Services	Personalized Accounting Total Serv.
Brooklyn Job Corps.	P&L Financial Services Corp.
Carthage Capital Group	Planned Parenthood
Changsoo Kim CPA	Progressive Financial Services LLC
CFL Management Services	Reliable Tax & Business Services Inc.
East Coast Appraisal Service	Steven Zelin CPA
Gay Men's Health Crisis	Syska Hennessy Group
GC Pas Inc	The Women's National Republican Club
GIRDHAR K KHURANA CPA	Thompson & Company Group, LLC
Internal Intelligence Service	United Reliance Group
International Immigrants Foundation	
Mayor's Office	

## PLACEMENT STATISTICS

Division of Business	Graduation Date - Placement Rate(%)				
	May-11	Jan-11	Sep-10	Jun-10	Feb-10
<b>Office Administration and Technology,</b> <i>Associate of Occupational Studies Degree Program</i>	65%	79%	83%	81%	78%
<b>Business Administration - Accounting,</b> <i>Associate of Occupational Studies Degree Program</i>	80%	82%	86%	83%	80%
<b>Executive Legal Assistant,</b> <i>Certificate Program</i>	No Grads	60%	100%	100%	100%
<b>Office Technology and Administration,</b> <i>Certificate Program</i>	89%	100%	100%	100%	72%

As reported by ASA's Career Services Department: September 2011.