

Certificate in Computerized Accounting

Program Details

This 26-credit College-approved Computerized Accounting Certificate is directed at students for whom a degree program is not a consideration currently. The program is intended to accomplish the following objectives:

- Prepare students for entry-level training positions in companies where accounting departments may be specialized or all inclusive. Examples: accounts payable, accounts receivable, inventory control, or payroll.
- Prepare students who are currently employed, performing the functions of a bookkeeper, and having the desire to enhance their opportunity for growth within their present organization.

Graduates of this program can anticipate qualifying for entry-level accounting positions. The certificate prepares students for positions that provide technical assistance to professional accountants. The certificate provides an opportunity for students, should they desire to do so later, to transfer the courses into the Business Administration Careers associate degree program.

Program Outcomes

Completion of the coursework for the first two semesters of this program provides the students with a College-Approved certificate. Courses completed in this certificate also meet requirements in the Business Administration Careers-General Business and Accounting Option degree programs.

The Computerized Accounting Certificate enables students to:

- Enter entry-level training positions in companies where accounting departments may be specialized or all inclusive;
- Apply select computerized accounting software to analyze and record transactions including general accounting transactions;
- Demonstrate the ability to process accounts payable, accounts receivable, inventory control, and/or payroll;
- Demonstrate an understanding of the federal tax structure as it applies to both individuals and corporations;
- Communicate effectively in a professional accounting workplace environment;
- Demonstrate ethical behavior and confidentiality with financial data;
- Display positive interpersonal skills as a member of a business work team.

Academic Map

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A minimum of 8 classes and 26 credits is required. At least 13 credits of your certificate must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

4 Credits in ACCT 105
Principles of Financial Accounting I
3 Credits in ACCT 108
Computerized Business Applications
3 Credits in ACCT 211
Taxation
3 Credits in BUSN 110
Introduction to Business

Semester 2

4 Credits in ACCT 106
Principles of Financial Accounting II
3 Credits in ACCT 115
Small Business Financial Software
3 Credits in ACCT 225
Introduction to Business
3 Credits in BUSN 111
Personal Finance

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your [academic advisor](#) will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.