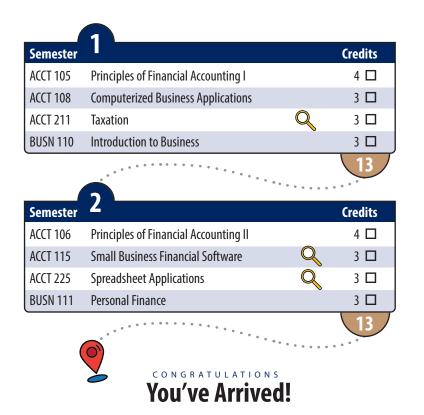




Computerized Accounting

College-approved Certificate



This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. 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.

About Developmental Courses

Developmental courses do not satisfy graduation requirements, but are required for those who place into them and will appear on a student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses:

ENGL 091 ENGL 092 ENGL 095 ENGL 098 ENGL 099 MATH 001-003 MATH 011 MATH 011 MATH 012 MATH 060 MATH 061	Preparing for College Reading I Preparing for College Reading II Reading and Writing Seminar Reading and Writing Studio Introductory Writing Preparing for College Math I-III Fundamentals of Mathematics Introductory Algebra Intermediate Algebra Math Literacy Non-algebra Support
MATH 065	Integrated Preparation for College Algebra

KEY	Keep an eye out for these symbols, which give important information about certain courses.
	These courses have no prerequisites or developmental courses required.
Q	These courses are only offered in certain semesters.
\land	Students must earn a minimum grade in these courses to remain in the program.
	Eligible electives for this program are listed on the reverse. Watch for this symbol.
HELPFUL HINTS	
*	Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor or visit the online course search for availability.
	Taking 15 credits/semester or 30 credits/year will help you stay on track

to finish your degree in two years.

Program Notes

This 26-credit certificate prepares students for entry-level training positions in accounts payable, accounts receivable, inventory control, or payroll.

Consider enrolling in the Business Administration Careers — Accounting program to complete your associate degree. You're already well on your way!

Some courses may have prerequisites, which are courses that **must** be taken prior to a particular course. For details, log into Degree Works through your MyMassasoit portal.

A minimum of 26 credits and 8 courses is required for completion. The same course may not be used to satisfy two different course requirements.

After Graduation/Completion

Create a LinkedIn profile and begin building your professional network.

Visit Career Services (Student Center, Brockton Campus) for assistance in writing your resume and conducting a job search.

Consider joining and/or visiting sites of professional organization such as: Massachusetts Society of CPAs: www.mscpaonline.org
Institute of Management Accountants: www.imanet.org

Visit <u>www.careergps.mass.edu</u> for more information about employment opportunities in your field of study.

Resources for Academic Success

All college phone numbers are 508-588-9100 + extension.

Student Central

Admissions, financial aid, registration & payments

massasoit.edu/studentcentral studentcentral@massasoit.mass.edu

Brockton | Student Center, Upper Level Canton | First Floor, C121

Admissions: x1411 Financial Aid: x1479 Registrar: x1949 Student Accounts: x1507

Testing & Assessment

massasoit.edu/testing

Brockton | Student Center, Lower Level | x1991

Advising, Career & Transfer Center

massasoit.edu/act-center act@massasoit.edu

Brockton | Student Center, Lower Level | x1461 Canton | First Floor, C126 | x2516

Academic Resource Center

Tutoring & academic support services

massasoit.edu/arc

Brockton | Student Center, Lower Level | x1801 Canton | First Floor, C126 | x2516

Access & Disability Resources

massasoit.edu/adr | x1807

Division Dean

Dr. Michael Roggow | <u>businesstech@massasoit.mass.edu</u> | x1677