


### Computerized Accounting

College-approved Certificate

Semester 1		Credits
ACCT 105	Principles of Financial Accounting I	4 <input type="checkbox"/>
ACCT 108	Computerized Business Applications	3 <input type="checkbox"/>
ACCT 211	Taxation 	3 <input type="checkbox"/>
BUSN 110	Introduction to Business	3 <input type="checkbox"/>

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Semester 2		Credits
ACCT 106	Principles of Financial Accounting II	4 <input type="checkbox"/>
ACCT 115	Small Business Financial Software 	3 <input type="checkbox"/>
ACCT 225	Spreadsheet Applications 	3 <input type="checkbox"/>
BUSN 111	Personal Finance	3 <input type="checkbox"/>

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CONGRATULATIONS  
**You've Arrived!**

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	Preparing for College Reading I
ENGL 092	Preparing for College Reading II
ENGL 095	Reading and Writing Seminar
ENGL 098	Reading and Writing Studio
ENGL 099	Introductory Writing
MATH 001-003	Preparing for College Math I-III
MATH 010	Fundamentals of Mathematics
MATH 011	Introductory Algebra
MATH 012	Intermediate Algebra
MATH 060	Math Literacy
MATH 061	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.



These courses are only offered in certain semesters.



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.mscaonline.org](http://www.mscaonline.org)  
Institute of Management Accountants: [www.imanet.org](http://www.imanet.org)

Visit [www.careergps.mass.edu](http://www.careergps.mass.edu) 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](http://massasoit.edu/studentcentral)  
[studentcentral@massasoit.mass.edu](mailto: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](http://massasoit.edu/testing)

Brockton | Student Center, Lower Level | x1991

### Advising, Career & Transfer Center

[massasoit.edu/act-center](http://massasoit.edu/act-center)  
[act@massasoit.edu](mailto:act@massasoit.edu)

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

### Academic Resource Center

Tutoring & academic support services

[massasoit.edu/arc](http://massasoit.edu/arc)

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

### Access & Disability Resources

[massasoit.edu/adr](http://massasoit.edu/adr) | x1807

### Division Dean

Michael Roggow, Ed.D. | [businesstech@massasoit.mass.edu](mailto:businesstech@massasoit.mass.edu) | x1677

#### Brockton

1 Massasoit Boulevard  
Brockton, MA 02302

#### Canton

900 Randolph Street  
Canton, MA 02021

#### Middleborough

49 Union Street  
Middleborough, MA 02346

**508-588-9100**  
**massasoit.edu**