




Computerized Accounting

College-approved Certificate

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

Semester 1		Credits
ACCT 105	Principles of Financial Accounting I	4 <input type="checkbox"/>
ACCT 108	Computerized Business Applications	3 <input type="checkbox"/>
ACCT 112	Payroll Applications/Quickbooks 	3 <input type="checkbox"/>
ACCT 211	Taxation 	3 <input type="checkbox"/>
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Semester 2		Credits
ACCT 106	Principles of Financial Accounting II	4 <input type="checkbox"/>
ACCT 113	SAGE 50 	3 <input type="checkbox"/>
BUSN 110	Introduction to Business	3 <input type="checkbox"/>
BUSN 111	Personal Finance	3 <input type="checkbox"/>
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CONGRATULATIONS
You've Arrived!

About Developmental Courses

Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the 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 099	Introductory Writing
MATH 001-003	Prep College Math I-III	MATH 010	Fundamentals of Mathematics
MATH 060	Math Literacy	MATH 011	Introductory Algebra
MATH 012	Intermediate Algebra		

Route to Success

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

Ready to Go

Courses have no prerequisites or developmental courses.



Semester-specific Course Offerings

Courses are not offered all semesters.

Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.



Electives

For details on eligible electives, please see reverse.



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 DegreeWorks 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.msccaonline.org
 Institute of Management Accountants: www.imanet.org

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

Resources for Academic Success at Massasoit

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

Registrar's Office

massasoit.edu/registrar
registrar@massasoit.mass.edu

Brockton	A240, Upper Level	x1949
Canton	Enrollment Center	x2677
Middleborough	Main Office	x4002

Testing & Assessment

massasoit.edu/testing
 x1991

Financial Aid

massasoit.edu/finaid
fao@massasoit.mass.edu

Brockton	A131A, Lower Level	x1479
Canton	Enrollment Center	x2008

Advisement & Counseling Center

massasoit.edu/advisement-counseling
advisementcounseling@massasoit.edu

Brockton	Student Center, Lower Level	x1461
Canton	First Floor, C120	x2677
Middleborough	Main Office	x4002

Academic Resource Center

massasoit.edu/arc

Brockton	Student Center, Lower Level	x1801
Canton	First Floor, C126	x2516
Middleborough	Main Office	x4002

Division Dean

Donna Wright
dwright10@massasoit.mass.edu
 x1677

Resources for Future Planning

Transfer Services
massasoit.edu/transfer
 x1461

Career Services
massasoit.edu/careerservices
 x1406

BROCKTON

1 Massasoit Boulevard
 Brockton, MA 02302

CANTON

900 Randolph Street
 Canton, MA 02021

MIDDLEBOROUGH

49 Union Street
 Middleborough, MA 02346

508-588-9100
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