

COMPUTERIZED ACCOUNTING • Certificate

BEDFORD CAMPUS AND LOWELL CAMPUS - DAY AND EVENING

✓	COURSE #	COURSE TITLE	CREDITS	PREREQUISITES
_____	BU 1123	Business Communications	3	EN 1103
_____	BU 2101	Introduction to Accounting I	3	MA 1101 and placement above or successful completion of EN 2103; Corequisite: MA 1103
_____	BU 2102	Introduction to Accounting II	3	BU 2101
_____	BU 2105	Managerial Accounting	3	BU 2102 or BU 2104 and CA 1101
_____	BU 2221	Taxation	3	BU 2102 or *
_____	BU 2231	Computerized Accounting	3	BU 2102
_____	CA 1101	Microcomputer Applications or		EN 2103 or higher placement and either taking have successfully completed or tested out of EN 1101 and MA 1103
_____	CA_____	Computer Applications Elective**	3	
_____	CA 1105	Spreadsheet Applications	3	CA 1101 or * Corequisite: MA 1103
_____	EN 1103	English Composition I	<u>3</u>	EN 1101 or placement by exam
			27	

*permission of instructor
 **CA 1100 will not satisfy this requirement

Program Description:

The Computerized Accounting certificate program enables students to learn accounting theory from a preparer’s point of view, gain hands-on practice in computer-based general ledger and spreadsheet applications, and develop skills in effective business communication.

Career and Transfer Outlook:

This certificate prepares students for entry-level accounting support positions in which the use of computerized accounting software is a primary job function. The certificate also assists those already in accounting positions to upgrade their computerized accounting skills. Coursework completed as part of the Computerized Accounting certificate applies to the Accounting Career associate degree program. Many students who complete the certificate continue on in a full- or part-time basis to complete the degree.

Helpful Hints:

Students planning on a career as a full accounting-support professional should consider the Accounting Career associate degree program. Students interested in a career as a certified public accountant should choose the Business Administration Transfer degree program, since a bachelor’s and master’s degree are required for the CPA licensure exam.