



COMPUTERIZED ACCOUNTING • Certificate

BEDFORD CAMPUS AND LOWELL CAMPUS - DAY AND EVENING

✓	COURSE #	COURSE TITLE	CREDITS	PREREQUISITES
_____	BUS 120	Introduction to Accounting I	3	MAT 060 and ENG 060 or higher placement Corequisite: MAT 070
_____	BUS 213	Business Communications	3	ENG 101
_____	BUS 220	Introduction to Accounting II	3	BUS 120
_____	BUS 320	Managerial Accounting	3	BUS 220 or BUS 221 and CAP 101
_____	BUS 323	Computerized Accounting	3	BUS 220
_____	BUS 324	Taxation	3	BUS 220 or *
_____	CAP 101	Microcomputer Applications or		ENG 060 or higher placement and either taking, have successfully completed or tested out of ENG 071 and MAT 070
_____	CAP ____	Computer Applications Elective**	3	
_____	CAP 155	Spreadsheet Applications	3	CAP 101 or * corequisite: MAT 070
_____	ENG 101	English Composition I	3	C- in ENG 071 or eligible for ENG 101 and placement above or successful completion of ENG 060
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*Permission of instructor
**Must be above CAP 100

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 associate degree program (see page 7). Students interested in a career as a certified public accountant should choose the Business Administration Transfer degree program (see page 12), since a minimum of a bachelor's degree is required for the CPA licensure exam.

Program Outcomes:

Graduates of the Computerized Accounting Certificate program are prepared to:

- Demonstrate knowledge of the accounting field from a preparer's perspective, including general ledger and spreadsheet applications;
- Interpret and analyze accounting financial statements in order to engage in critical thinking and problem solving with regard to the financial performance of business operations;
- Use computerized accounting systems in the development and analysis of financial records and to complete the accounting cycle;
- Communicate effectively using written, oral and nonverbal techniques, including the use of technology in the gathering and presenting of information.