



Computerized Accounting Certificate

START *here*

1

SEMESTER 3 – SUMMER	CREDITS	MILESTONE	COMPLETED
ENG 101 – English Composition I	3		<input type="checkbox"/>
CAP 101 – Computer Applications – or – CAP elective above CAP 100	3		<input type="checkbox"/>
Gen Ed Seminar: IDS 101 – First Year Experience	1		<input type="checkbox"/>

TOTAL CREDITS 7

2

SEMESTER 2 – FALL	CREDITS	MILESTONE	COMPLETED
BUS 221 – Financial Accounting	4		<input type="checkbox"/>
CAP 155 – Spreadsheet Applications	3		<input type="checkbox"/>
BUS 213 – Business Communications	3		<input type="checkbox"/>

TOTAL CREDITS 10

3

SEMESTER 3 – SPRING	CREDITS	MILESTONE	COMPLETED
BUS 223 – Managerial Accounting	3		<input type="checkbox"/>
BUS 226 – Computerized Accounting	3		<input type="checkbox"/>
BUS 227 – Taxation	3		<input type="checkbox"/>

TOTAL CREDITS 9

You've FINISHED!

Certificate Programs

Certificate programs can serve as the basis for further higher education or professional studies. Certificate programs require students to complete specified coursework, mainly related to particular fields of employment.

While many students enroll in a certificate program in preparation for direct entry into employment, they often return to college, part time or full time, and apply the credits previously earned to an associate degree program.



Milestone Courses

should be taken in the order shown. This will help you stay on track and graduate on time.

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 will also assist 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.
- Students planning on a career as a full-time accounting-support professional should consider the Accounting associate degree program offered at MCC.
- Students interested in a career as a certified public accountant should choose the Business Administration Transfer degree program, since a minimum of a bachelor's degree is required for the CPA licensure exam.

To learn more, call us at **1-800-818-3434** or visit **www.middlesex.mass.edu**