

#### Guided Pathway to Success (GPS)

Suggested schedules map your path to degree completion.

**Full-time student:** Follow the green semester blocks in order.

**Part-time student:** Follow the blue course sequence at your own pace.

**Students should meet with an advisor each semester** to carefully select and sequence courses based on their specific academic goals and interests. Visit Jefferson Hall or call 301.846.2471 (301.846.2625 TDD) for advising.

Students who require developmental English or Math coursework will need additional semesters to complete their certificate. Summer and January term classes may help students to make faster progress.

### 1 Recommended First Semester

1	ACCT 100	Business Accounting	3 credits
2	ACCT 101	Principles of Accounting I	3 credits
3	CIS 101	Information Systems and Technology	3 credits
4	BU 273	Business Communications	3 credits

### 2 Recommended Second Semester

5	ACCT 111	Computerized Accounting	3 credits
6	CIS 111E	Spreadsheets	3 credits
7	ACCT 102	Principles of Accounting II	3 credits
8	ACCT 117, 205, or 216	Payroll Accounting or Federal Income Tax Accounting or Governmental & Not-For-Profit Accounting	3 credits