

#### 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 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	Departmental Requirement	ACCT 100 - Business Accounting	3 credits
2	Departmental Requirement	ACCT 101 - Principles of Accounting I	3 credits
3	Departmental Requirement	CMIS 101 - Information Systems and Technology	3 credits
4	Departmental Requirement	BMGT 120 - Business Communications	3 credits

### 2 Recommended Second Semester

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