

**CAREER & TECHNICAL EDUCATION - CERTIFICATE**

**Accounting Certificate**

**PROGRAM WORKSHEET AND GRADUATION REQUIREMENTS**

Student Name: \_\_\_\_\_ Aims #: \_\_\_\_\_ Graduation Evaluator: \_\_\_\_\_  
 Advisor: \_\_\_\_\_ Ext: \_\_\_\_\_ Date: \_\_\_\_\_

Course Number	Certificate Requirements:	Required Credits	Term Completed	Transfer Credits	Transfer School	Needs
ACC 115	Payroll Accounting	3	_____	_____	_____	_____
ACC 121	Accounting Principles I	4	_____	_____	_____	_____
ACC 122	Accounting Principles II	4	_____	_____	_____	_____
ACC 125	Computerized Accounting	3	_____	_____	_____	_____
BTE 108	Ten-Key by Touch	1	_____	_____	_____	_____
BUS 216	Legal Environment of Business	3	_____	_____	_____	_____
CIS 155	PC Spreadsheet Concepts: Excel	3	_____	_____	_____	_____

**Select ONE from the following Math courses:**

MAT 108	Technical Mathematics	4	_____	_____	_____	_____
MAT 112	Financial Mathematics (Recommended)	3	_____	_____	_____	_____
MAT 121	College Algebra	4	_____	_____	_____	_____
MAT 135	Introduction to Statistics	3	_____	_____	_____	_____

**Select ONE from the following Language Arts/English courses:**

BUS 217	Bus Comm & Report Writing (Recommended)	3	_____	_____	_____	_____
ENG 121	English Composition I	3	_____	_____	_____	_____
ENG 131	Technical Writing I	3	_____	_____	_____	_____

**TOTAL CREDITS FOR CERTIFICATE: 27-28**

PROGRAM WORKSHEET AND GRADUATION REQUIREMENTS

Select ONE from the following Math courses:

Select ONE from the following Language Arts/English courses:

PROGRAM WORKSHEET AND GRADUATION REQUIREMENTS

Select ONE from the following Math courses:

Select ONE from the following Language Arts/English courses: