



Accounting Certificate

Class/Test	Session Taken	Instructor Sign-Off	Date Completed
Keyboarding (40 wpm)			
Computer Fundamentals/Windows			
Microsoft Outlook			
Ten-Key Machine Operation			
Administrative Procedures			
Microsoft Word			
Business Communications I			
Business Communications II			
Microsoft Excel			
Microsoft PowerPoint			
Microsoft Access			
Manual Accounting Level I			
Manual Accounting Level II			
Manual Accounting Level III			
QuickBooks			
Self Exploration for Personal Growth			
Math Essentials			
English Essentials			