

**Certificate of Proficiency
in Accounting
Catalog 2011-2012**

Student Name: _____

Student ID: _____

				Taken at PTC	Complete	Incomplete
English - 3 Credit Hours						
	ENGL	1311	English Composition I			
Business and Related Courses – 15 Credit Hours						
	BUS	1233	Document Processing			
	CIS	1103	Computer Concepts			
	BUS	1143	Computer Applications for Accounting/QuickBooks			
	ACCT	2310	Principles of Accounting I			
	ACCT	2330	Principles of Accounting II			