

**Program Planning Worksheet**  
Certificate in Accountancy (30 credits)  
2024-2025 Academic Year

Name: \_\_\_\_\_

Student no.: \_\_\_\_\_

**Core Courses (18 credits):** All Certificate students must complete the following 6 courses:

- |                                   |                                   |                                   |                                   |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> ACCO 310 | <input type="checkbox"/> ACCO 320 | <input type="checkbox"/> ACCO 330 | <input type="checkbox"/> ACCO 340 |
| <input type="checkbox"/> ACCO 360 | <input type="checkbox"/> ACCO 420 |                                   |                                   |

**Business Elective Courses (12 credits):** You must complete 12 additional business credits that are needed to satisfy some of the requirements of the CPA designation which include: **ACCO 440, ACCO 435, ACCO 465, COMM 216 (1.5cr) & COMM 316 (1.5cr)**. See [here](#) for more details.

- |                                |                                |                                |                                |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|

**Additional Courses**

You may also have to complete **some or all of** these additional courses prior to registering in the program courses, depending on the deficiencies indicated **in your offer of admission**.

- |                                   |                                  |                                   |                                   |
|-----------------------------------|----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> ECON 201 | <input type="checkbox"/> ESL 202 | <input type="checkbox"/> MATH 206 | <input type="checkbox"/> COMM 213 |
| <input type="checkbox"/> ECON 203 | <input type="checkbox"/> ESL 204 | <input type="checkbox"/> MATH 208 | <input type="checkbox"/> COMM 217 |
|                                   |                                  | <input type="checkbox"/> MATH 209 | <input type="checkbox"/> COMM 305 |

**Important**

- The Certificate in Accountancy is primarily a part-time program.
- You should register for courses in both Fall and Winter terms once you have access.
- Consult the [Undergraduate Calendar](#) and [Class Schedule](#) to plan your class schedule wisely.
- Consult the [Registration Guide](#) for help when choosing courses.
- Academic advisors are available to help you make your class schedule, change your course load and plan your degree progression; please refer to the [academic advising section](#) of our website to book an appointment.