Term length: **6 months**

This Finish Fast Checklist is designed to help you stay on track, focused, and committed to your goals. Skills gained in this certificate build on each other. So, it’s important to take the courses in the recommended order outlined in the following chart—starting with Introduction to Spreadsheets and finishing with Financial Accounting.

To keep yourself motivated, post it someplace where you’ll see it daily. Approaching the work in chunks and pacing yourself can help with getting overwhelmed as you move through your courses.

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**ORIENTATION**

- Complete Ready for Success course

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**GROUP COACHING**

Here is an opportunity to connect with your peers. You’re invited to join group coaching sessions, led by our Student Success Coaches. Sessions cover many topics that will support your progress and help you stay focused on your goals. **We encourage you to attend!** You’ll receive information via email regarding group coaching information.

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**CAREER SERVICES**

Ready for the next step in your career? Take advantage of our on-demand career service available from your dashboard. Helpful information can be found in your **Success Resources Guide**.

- Interview Prep
- Job Search and Application Help
- Resume Help
Introduction to Spreadsheets

Complete course material

Submit:
Final Exam

Principles of Financial and Managerial Accounting

Complete course material

Submit:
Project 1: Low-level Comprehensive Page Layout
Project 2: Multipage Website

Finance Skills for Managers

Complete course material

Submit:
Final Exam

Financial Accounting

Complete course material

Submit:
Project: User Interface Design Proposal and Strategies

Mastering Quickbooks

Complete course material

QuickBooks Online Certified User exam:
- Request a voucher
- Register for exam
- Take exam
- Submit your results report