

<b>Name:</b>	<b>Completed by:</b>			
<b>ID:</b>	<b>Date:</b>			
<b>Certificate Information</b>				
<p style="text-align: center;">This certificate is designed to provide students with a core knowledge of accounting and bookkeeping processes. The certificate requirements provide foundational coursework that may transfer to an associate's or bachelor's degree program. Certificate earners can qualify for entry-level positions as accounting clerks, bookkeepers, accounts payable/receivable clerks, or financial clerks.</p>				
<b>Certificate Requirements</b>				
<b>Courses (15 Credits)</b>	<b>Credits</b>	<b>Grade</b>	<b>Semester</b>	<b>Notes</b>
BC 2113 Business Communications	3			
BM 2613 Business Ethics	3			
BM 2723 Spreadsheet Applications	3			
BM 2013 Principles of Management	3			
BM 2503 Human Resources Management	3			
<b>Substitutions must be approved by Program Chair</b>				
<b>Total Credit Hours Required: 15</b>				<b>Min 2.0 GPA</b> <input type="checkbox"/>