

**Business Management - Certificate in Accounting  
2024-25 Completion Check**

Name:	Completed by:			
ID:	Date:			
<b>Certificate Information</b>				
<p>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 or bachelor 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 (12 Credits)</b>	<b>Credits</b>	<b>Grade</b>	<b>Semester</b>	<b>Notes</b>
ACC 2013 Fundamentals of Financial Accounting	3			
BM 1403 Business Math	3			
BM 2723 Spreadsheet Applications	3			
ACC 1113 Introduction to Accounting	3			
<p><b>Substitutions must be approved by Program Chair</b></p>				
<b>Total Credit Hours Required: 12</b>				<b>Min 2.0 GPA</b> <input type="checkbox"/>