

**Business Management - Certificate in Accounting
2025-26 Completion Check**

Name:		Completed by:		
ID:		Date:		
Certificate Information				
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.				
Certificate Requirements				
Courses (12 Credits)	Credits	Grade	Semester	Notes
ACC 2013 Fundamentals of Financial Accounting	3			
BM 1403 Business Math	3			
BM 2723 Spreadsheet Applications	3			
ACC 1113 Introduction to Accounting	3			
Substitutions must be approved by Program Chair				
Total Credit Hours Required: 12			Min 2.0 GPA ☐	