

Business Management - Certificate in Business Leadership

2025-26 Completion Check

Name: ID:	Completed by: 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'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.				
Certificate Requirements				
Courses (15 Credits)	Credits	Grade	Semester	Notes
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			
Substitutions must be approved by Program Chair				
Total Credit Hours Required: 15				Min 2.0 GPA ☐