

Business Management – Certificate in Business Support Specialist
2025-26 Completion Check

Name:		Completed by:		
ID:		Date:		
Certificate Information				
The Business Support Specialist certificate is designed for students interested in pursuing executive assistant positions. Students will learn skills in computer software applications, records management, customer service, and basic accounting.				
Certificate Requirements				
Courses (9 Credits)	Credits	Grade	Semester	Notes
ACC 2103 Fundamentals of Financial Accounting	3			
BM 2613 Business Ethics	3			
BM 2723 Spreadsheet Applications	3			
Substitutions must be approved by Program Chair				
Total Credit Hours Required: 9		Min 2.0 GPA ☐		