

**Business Management – Certificate in Business Support Specialist  
2024-25 Completion Check**

Name:	Completed by:			
ID:	Date:			
<b>Certificate Information</b>				
<p>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.</p>				
<b>Certificate Requirements</b>				
<b>Courses (9 Credits)</b>	<b>Credits</b>	<b>Grade</b>	<b>Semester</b>	<b>Notes</b>
ACC 2103 Fundamentals of Financial Accounting	3			
BM 2613 Business Ethics	3			
BM 2723 Spreadsheet Applications	3			
<b>Substitutions must be approved by Program Chair</b>				
<b>Total Credit Hours Required: 9</b>				Min 2.0 GPA <input type="checkbox"/>