

The certificate of proficiency and the technical certificate programs give the student the opportunity to earn certificates while completing steps toward an Associate of Applied Science degree.

2019-2020



**TECHNICAL CERTIFICATE PLAN**  
**ACCOUNTING/FINANCE**

Degree Code: 4261; CIP Code: 52.0301

All technical certificate-seeking students must meet the freshman assessment and placement requirements.  
If deficiencies exist, the student must complete the required CPT courses.

**A 2.0 GPA is required for graduation from the  
Technical Certificate in Accounting/Finance program.**

**ATTENTION STUDENTS: PLEASE SEE CURRENT CATALOG FOR  
ALL FEES AND CHARGES ASSOCIATED WITH THIS CERTIFICATE.**

The Technical Certificate in Accounting and Finance is designed to prepare students for entry-level employment in bookkeeping or account service positions. Students are given the foundations of the banking and financial services industry as well as the importance of accounting as a reporting and decision making tool. Visit [asumh.edu/ge\\_af](http://asumh.edu/ge_af) for gainful employment information.

Name: \_\_\_\_\_  
Advisor: \_\_\_\_\_

Date: \_\_\_\_\_  
Student ID# \_\_\_\_\_

<u>COURSE CODE</u>	<u>COURSE NAME</u>	<u>CREDIT HOURS</u>	<u>HOURS COMPLETED</u>
<b>General Education</b> (12 credit hours)			
BUS 1413	Business Math or higher-level mathematics course	3	_____
CIS 1053	Computer Essentials	3	_____
CIS 2503	Microcomputer Business Applications	3	_____
ENG 1003	Composition I (must earn a "C" or better)	3	_____
<b>Business Core</b> (18 credit hours)			
ACC 2003	Principles of Accounting I	3	_____
ACC 2013	Principles of Accounting II	3	_____
ACC 2113	Basic Taxation	3	_____
BUS 2413	Principles of Banking	2	_____
BUS 2513	Fundamentals of Marketing	3	_____
CIS 1003	Computerized Office Accounting	3	_____

**Program Total 30 Hours**