

Certificate in Accounting (12 hours)

The Certificate in Accounting is designed to provide a credential in accounting for non-accounting majors who want an endorsement of their knowledge in accounting. To obtain a Certificate in Accounting, students must complete 12 hours in accounting as outlined below:

ACCT 203 Principles of Accounting I
ACCT 204 Principles of Accounting II

Plus any two of the following classes:

ACCT 303 Cost Accounting
ACCT 305 Intermediate Accounting I
ACCT 306 Intermediate Accounting II
ACCT 402 Income Tax Procedure
ACCT 406 Governmental and Institutional Accounting

(No grade lower than a "C" is acceptable for the classes taken in this certificate program.)

To obtain your official certificate for the accounting certificate program, please fill out the "Intent to Complete a Certificate in Accounting" form on the right side of this page, and return it to the Department of Economics, Finance, and Accounting. If you have met all the requirements, you should receive your certificate in the mail approximately 2-4 weeks from the date of approval.



FORT HAYS STATE UNIVERSITY DEPARTMENT OF ECONOMICS, FINANCE & ACCOUNTING

Intent to Complete a Certificate in Accounting

Student _____
(Last Name) (First Name) (Middle Name)

Student ID# _____ **Phone Number** _____

Major _____ **E-mail** _____

List the address the certificate should be mailed to:

(Street Address) (Apt. #)

(City) (State) (Zip Code)

Please indicate the semester, year, and grade for each of the following classes you completed:

<i>Semester</i>	<i>Year</i>	<i>Grade</i>	
_____	_____	_____	ACCT 203 Principles of Accounting I
_____	_____	_____	ACCT 204 Principles of Accounting II
_____	_____	_____	ACCT 303 Cost Accounting
_____	_____	_____	ACCT 305 Intermediate Accounting I
_____	_____	_____	ACCT 306 Intermediate Accounting II
_____	_____	_____	ACCT 402 Income Tax Procedure
_____	_____	_____	ACCT 406 Governmental & Institutional Accounting

Student Signature _____

Certificate Approval _____
(Department Chair Signature) (Date)

201 McCartney Hall • 600 Park Street • Hays, KS 67601-4099
(785)628-5805 • FAX (785)628-4418 • www.fhsu.edu/efa