

## 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 (PR: ACCT 203)

Plus any two of the following classes:

ACCT 303 Cost Accounting (PR: ACCT 204)  
ACCT 305 Intermediate Accounting I (PR: ACCT 204)  
ACCT 306 Intermediate Accounting II (PR: ACCT 305)  
ACCT 402 Income Tax Procedure (PR: ACCT 204)  
ACCT 406 Governmental and Institutional Accounting (PR: ACCT 305)

(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 this "Intent to Complete a Certificate in Accounting" form and return it to the Department of Economics, Finance, and Accounting in MC 201 or send electronically to [efa@fhsu.edu](mailto:efa@fhsu.edu) during the semester you are completing your final class for the certificate. You should receive your certificate in the mail approximately 6-8 weeks after you complete all requirements.



## 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 \_\_\_\_\_

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List the address the certificate should be mailed to:

\_\_\_\_\_  
(Street Address) (Apt. #)

\_\_\_\_\_  
(City) (State) (Zip Code)

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Please indicate the **semester** and **year** for each class you completed or will complete. Grades will be verified by the department.

Semester	Year	Grade	
_____	_____	_____	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

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Student Signature \_\_\_\_\_

For office use:

Certificate request approved on \_\_\_\_\_  
Certificate requested from Print Shop on \_\_\_\_\_  
Certificate mailed to student on \_\_\_\_\_

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