

**Business - Certificate in Administrative Accounting
2024-25 Completion Check**

Name:	Completed by:			
ID:	Date:			
Certificate Information				
<p>This certificate will add value to the Business AS degree by clearly demonstrating that earners have the fundamental accounting skills that are required for day-to-day business operations and a practical knowledge beyond basic accounting.</p>				
Certificate Requirements				
Courses (12 Credits)	Credits	Grade	Semester	Notes
ACC 2013 Fundamentals of Financial Accounting	3			
ACC 2203 Fundamentals of Managerial Accounting	3			
BM 2723 Spreadsheet Applications	3			
ACC 2303 Computerized Accounting	3			
Substitutions must be approved by Program Chair				
Total Credit Hours Required: 12				Min 2.0 GPA <input type="checkbox"/>