

**Business - Certificate in Administrative Accounting
2025-26 Completion Check**

Name: ID:	Completed by: Date:			
Certificate Information				
This certificate will add value to the Business AS degree by demonstrating that earners have the fundamental accounting skills required for day-to-day business operations and a practical knowledge beyond basic accounting.				
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 ☐