

DEGREES, CERTIFICATES & PATHWAYS

BUSINESS PROGRAMS

BOOKKEEPING/ACCOUNTING

Certificate of Completion

19 credit hours

The Bookkeeping/Accounting certificate program is designed to prepare students for entry into the accounting profession at positions ranging from entry-level single function, to full-charge bookkeepers. This one-year program emphasizes internal accounting procedures, preparation of financial statements and simple tax returns.

Upon completion of the certificate students will be able to:

- Demonstrate the accounting skills needed to meet the demand in the industry.
- Demonstrate the accounting skills needed to obtain the designation of Certified Bookkeeper.
- Demonstrate the accounting skills needed to continue toward meeting the requirements for an Associates of Applied Science Degree in Accounting.
- Apply a basic foundation in accounting to other business functions such as economics, finance, management, and marketing.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

Institutional and Related Requirements –

Not applicable

Program Requirements – 19 hours

ACCT 2110 – Principles of Accounting I (3)
ACCT 215 – Certified Bookkeeper (3)
BCIS 1115 – Introduction to Computers (3)
ENG 1110 – Composition I (3)
ENGL 2210 – Professional & Technical
Communication (3)
MATH 1216 – Preparatory Algebra (4)

New Mexico General Education Curriculum (NMGEC) –

Not applicable