

BUSINESS PROGRAMS

BOOKKEEPING/ACCOUNTING

Certificate of Completion

21 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 Associate 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 – 21 hours

ACCT 2110 – Principles of Accounting I (3)
ACCT 2120 – Principles of Accounting II (3)
ACCT 215 – Certified Bookkeeper (3)
BCIS 1115 – Introduction to Computers (3)
BUSA 1180 – Business Math (3)
ENGL 1110 – Composition I (3)
ENGL 2210 – Professional & Technical
Communication (3)

New Mexico General Education Curriculum (NMGEC) –

Not applicable