

CERTIFICATE IN

ACCOUNTING SPECIALIST

(17 hrs. min.)

CIP: 52.0302

School of Business and Applied Technologies, (505) 428-1332

This program prepares students for entry into the accounting/bookkeeping field; for upgrading their accounting skills for job promotion; or upgrading their credentials through preparation for the Certified Bookkeeper Exam. The program can be completed in one year (Fall, Spring and Summer semesters).

PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- Read, analyze and prepare financial statements.
- Identify and utilize appropriate office and accounting software.
- Apply basic mathematical skills related to business applications and accounting.

CORE REQUIREMENTS: (11 HRS.)

ACCT 121	Principles of Accounting I (4)
BSAD 112	Business Math (3)
OFTC 111	Business Software Essentials (4)

RELATED REQUIREMENTS: (6 HRS. MIN.)

General Accounting Concentration: (6 hrs.)

ACCT 124	Payroll Accounting (3)
ACCT 125	Computerized Accounting – QuickBooks (3)

Governmental Accounting Concentration: (7 hrs.)

ACCT 122	Principles of Accounting II (4)
ACCT 202	Governmental Accounting (3)

Governmental Accounting Concentrations are offered on a contract basis only in 10-week blocks through a CWA-like cohort.

NOTE: See “College Success Course Requirement” on Page 10.

TOTAL 17 CREDITS MIN.