

2019-2020**Bookkeeping/Accounting COE**

Certificate of Employability

Carol Dutchover

Faculty Advisor/Program Director

Student Name

Academic Advisor

575.624.7329

Telephone Number

Student ID Number

Date

Advisor's Notes/Recommendations:

- In order to improve student success probability and reduce unnecessary attrition, all students must take the University Skills Placement Test prior to entering the program.

	Grade	Sem.		Grade	Sem.		Grade	Sem.
Writeplacer			ENG 096			ENG 098L		
Math	--	--	MATH 094/095			MATH 097/098		

Note * Prerequisite/s required: See list below

Fall Semester			Credit Hours	Grade	Semester
ACCT	200	Basic Bookkeeping and Accounting	3 hrs.		
OR					
ACCT	2110	Principles of Accounting I	4 hrs.		
ACCT	207	Payroll Accounting	3 hrs.		
BCIS	1110	Fundamentals of Information Literacy & Systems	3 hrs.		
ENTR	1110	Entrepreneurship			
OR					
PSCY	1170	Psychology of Success			
OR					
UNIV	101	Principles of Student Success	3 hrs.		
			12-13 hrs.		

Spring Semester			Credit Hours	Grade	Semester
ACCT	204	Basic Income Tax	3 hrs.		
ACCT	210	QuickBooks Accounting	3 hrs.		
*ACCT	2120	Principles of Accounting II	3 hrs.		
OR					
CIT	274	Microsoft Excel	3-4 hrs.		
*ACCT	2998	Accounting Internship	3 hrs.		
			12-13 hrs.		

TOTAL HOURS REQUIRED FOR CERTIFICATE**24-26 hrs.*****Prerequisites:**

ACCT	2120	Principles of Accounting II	Prerequisites: ACCT 200 OR 2110.
ACCT	2998	Accounting Internship	Prerequisite: ACCT 200 OR 2110