

2020-2021

Bookkeeping/Accounting COE

Certificate of Employability

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.

Writeplacer	Grade	Sem.	ENG 096	Grade	Sem.	ENG 098L	Grade	Sem.
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	2170	Payroll Accounting	3 hrs.		
BCIS	1115	Introduction to Computers	3 hrs.		
ENTR	1110	Entrepreneurship			
OR					
PSCY	1170	Psychology of Success			
OR					
FYEX	1110	First-year Seminar	3 hrs.		
			12-13 hrs.		

Spring Semester			Credit Hours	Grade	Semester
ACCT	1410	Personal Tax Preparation	3 hrs.		
ACCT	1150	Quickbooks	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