

School of Business & Information Technology

Accounting

Certified Public Accountant Preparation,
IRS Enrolled Agent Preparation, Payroll
Clerk, and Tax Preparer for Individuals

The Accounting program provides graduates with a strong foundation in the theory and procedures of accounting for business transactions. Computer technology and software applications that facilitate production of accounting information are an integral part of the program.

The Accounting program offers the following Certificates of Completion:

- Accounting
- Bookkeeping
- Certified Public Accountant Preparation (only available to students having a Bachelor's degree from an accredited institution)
- IRS Enrolled Agent Preparation
- Payroll Clerk
- Tax Preparer for Individuals

Students will gain skills in:

- Financial Accounting
- Budgeting
- Utilization of Financial Reports
- Payroll Accounting
- Personal Tax
- Computer Accounting Applications



For more information contact
Susie Cutler at (505) 224-3811
email: scutler@cnm.edu

Accounting

Certificate of Completion in Certified Public Accountant (CPA) Preparation, Certificate of Completion In IRS Enrolled Agent Preparation, Certificate of Completion In Payroll Clerk, Certificate of Completion in Tax Preparer for Individuals.

CERTIFICATE OF COMPLETION IN CERTIFIED PUBLIC ACCOUNTANT (CPA) PREPARATION

TERM 1

ACCT 1110 Accounting I.....	6
or ACCT 1111 Accounting IA.....	3
and ACCT 1112 Accounting IB	3
BA 2240 Business Law	3

TERM 2

ACCT 1210 Accounting II.....	3
ACCT 2101 Intermediate Accounting IA	3
ACCT 2341 Tax Accounting II.....	3
CPA Prep Elective	3

TERM 3

ACCT 2102 Intermediate Accounting IB.....	3
ACCT 2103 Intermediate Accounting II.....	3
ACCT 2520 Auditing.....	3
CPA Prep Elective	3

TOTAL FOR CERTIFICATE OF COMPLETION IN CERTIFIED PUBLIC ACCOUNTANT PREP.....33

Approved CPA Electives

ACCT 1096 and/or 2096 Topics	1-6
ACCT 2210 Cost Accounting	3
ACCT 2220 Managerial Accounting	3
ACCT 2340 Tax Accounting I.....	3
ACCT 2410 Electronic Spreadsheets	3
ACCT 2420 Computerized Accounting	3
ACCT 2510 Governmental Accounting.....	3
ACCT 2520 Auditing.....	3

CERTIFICATE OF COMPLETION IN IRS ENROLLED AGENT PREPARATION

TERM 1

ACCT 1109 Business Math.....	3
ACCT 1111 Accounting IA	3
ACCT 1301 Volunteer Tax Preparations	2

TERM 2

ACCT 1112 Accounting IB.....	3
ACCT 1398 Volunteer Tax Internship.....	1
ACCT 2340 Tax Accounting I.....	3

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TERM 3

ACCT 2341 Tax Accounting II.....	3
ACCT 2350 Enrolled Agent Review I.....	3

TERM 4

ACCT 2351 Enrolled Agent Review II	3
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TOTAL FOR CERTIFICATE OF COMPLETION IN IRS ENROLLED AGENT PREPARATION24

CERTIFICATE OF COMPLETION IN PAYROLL CLERK

TERM 1

ACCT 1109 Business Math.....	3
ACCT 1111 Accounting IA.....	3
BA 1131 Business Interpersonal Skills	3
IT 1010 Introduction to Computers	3

TERM 2

ACCT 1112 Accounting IB.....	3
ACCT 1120 Payroll Accounting	3

TERM 3

ACCT 1140 Accounting Applications.....	3
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TOTAL FOR CERTIFICATE OF COMPLETION IN PAYROLL CLERK.....21

CERTIFICATE OF COMPLETION IN TAX PREPARER FOR INDIVIDUALS

TERM 1

ACCT 1109 Business Math.....	3
ACCT 1111 Accounting IA.....	3
BA 1131 Business Interpersonal Skills	3
IT 1010 Introduction to Computers	3

TERM 2

ACCT 1112 Accounting IB.....	3
ACCT 1301 Volunteer Tax Preparation	2
ACCT 1398 Volunteer Tax Internship	1
ACCT 2340 Tax Accounting I	3

TOTAL FOR CERTIFICATE OF COMPLETION IN TAX PREPARER FOR INDIVIDUALS.....21

