

Accounting Technology

Certificate of Proficiency – Level One

Texas Southmost College
Health Care, Career and Technical Education Division

A certificate in Accounting Technology will prepare students for entry level position in accounting. It also provides hands-on instruction in all aspects of general ledger accounting for a service and a merchandise business, computerized accounting, and payroll.

| FIRST SEMESTER | CREDIT HOURS |
|--|---------------------|
| BCIS 1305 ⁺ Business Computer Applications | 3 |
| POFI 2301 ⁺ Word Processing | 3 |
| ACNT 1303 ⁺ Introduction to Accounting I | 3 |
| HRPO 1311 ⁺ Human Relations | 3 |
| SECOND SEMESTER | |
| ACNT 1329 ⁺ Payroll and Business Tax Accounting | 3 |
| ACNT 1304 ⁺ Introduction to Accounting II | 3 |
| ACNT 1240 ⁺ Accounting and Business Ethics | 2 |
| ITSW 1307 ⁺ Introduction to Database | 3 |

TOTAL CREDIT HOURS FOR GRADUATION - 23

⁺ Grade of “C” or better is required for graduation.

TSI Requirement (Texas Success Initiative - any other state-approved test) - Student must take all three sections of state-approved test to graduate with this degree.