

**Accounting Technology
Certificate of Proficiency – Level One**

Texas Southmost College
Division of Humanities

A certificate in Accounting Technology will prepare students for entry level positions in accounting. It also provides hands-on instruction in all aspects of general ledger accounting for a service and 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
ITSW 1310 ⁺ Introduction to Presentation Graphic Software	3
ITSW 1307 ⁺ Introduction to Database	3

TOTAL CREDIT HOURS FOR GRADUATION - 24

⁺ Grade of "C" or better is required for graduation.