

Accounting Technology

Certificate of Proficiency – Level One

Texas Southmost College
Division of Humanities

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.