Accounting Technology
Certificate of Proficiency–Level One
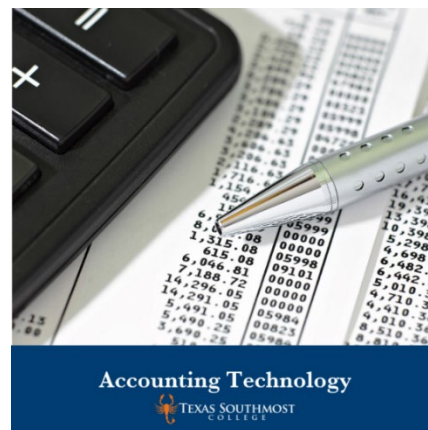
CERT1.ACNT
2023-2024

Texas Southmost College
Division of Business, Engineering, Architecture, and Technology

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.

Recommended Course Sequence

Core Courses	Credits	Suggested Semester
BCIS 1305* Business Computer Applications	3	Fall
POFI 2301* Word Processing	3	Fall
ACNT 1303* Introduction to Accounting I	3	Fall
HRPO 1311* Human Relations	3	Fall
ACNT 1329* Payroll and Business Tax Accounting	3	Spring
ACNT 1304 * Introduction to Accounting II	3	Spring
ITSW 1310* Introduction to Presentation Graphics Software	3	Spring
ITSW 1307* Introduction to Database	3	Spring
Total Credit Hours for Graduation	**24**	

Check course core designation at the Class Availability website.

This information is provided as an example only. You will develop a personalized plan with your Success Coach and faculty advisor/mentor that reflects your goals and interests. You are required to meet with an advisor each semester to ensure you are on track for graduation. This document does not contain all the information you need to stay on track for graduation.

Program Student Learning Outcomes

Program Student Learning Outcomes (PSLO) are statements that specify what students will know, be able to do or be able to demonstrate when they have completed the program.

1. Graduates of the Certificate in Accounting Technology will be able to analyze and record business transactions for a merchandising business in a manual and computerized environment.

2. Graduates of the Certificate in Accounting Technology will be able to calculate employee payroll and employer-related taxes.

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