

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

Texas Southmost College
Division of Science, Technology, Engineering & Mathematics

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.