

**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.

<b>FIRST SEMESTER</b>	<b>CREDIT HOURS</b>
BCIS 1305+ Business Computer Applications .....	3
POFI 2301+ Word Processing .....	3
ACNT 1303+ Introduction to Accounting I.....	3
HRPO 1311+ Human Relations.....	3
 <b>SECOND SEMESTER</b>	
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.