



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

Program Courses	Credits	Suggested Semester
ACNT 1303* Introduction to Accounting I	3	Fall/Year 1
POFI 2301* Word Processing	3	Fall/Year 1
HRPO 1311* Human Relations	3	Fall/Year 1
BCIS 1305* Business Computer Applications	3	Fall/Year 1
ACNT 1329* Payroll and Business Tax Accounting	3	Spring/Year 1
ACNT 1304* Introduction to Accounting II	3	Spring/Year 1
ITSW 1307* Introduction to Database	3	Spring/Year 1
ITSW 1310* Introduction to Presentation Graphics Software	3	Spring/Year 1
Total Credit Hours for Graduation	24	

*Grade of "C" or better is required 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 an employer-related taxes.

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.