

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

Texas Southmost College
Division of Humanities

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

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|---|---|
| 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

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| 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.