

ACCOUNTING TECHNOLOGY

Certificate of Proficiency - Level One

CERT1.ACNT
CERT1.ACNT.27
Fall 2008-Spring 2009

Applied Business Technology
College of Applied Technology and General Studies
UTB-TSC

Student _____ ID# _____ Date _____

E-mail _____ Signature _____

Academic or Faculty Advisor _____ Date _____

FIRST SEMESTER

		HRS	GR	SEM
POFT 1313	Professional Development for Office Personnel	3		
ITSW 1304	Introduction to Spreadsheets	3		
ACNT 1403	Introduction to Accounting I	4	†	
POFT 1301	Business English	3	†	
POFT 1329	Beginning Keyboarding	3		

SECOND SEMESTER

ACNT 1329	Payroll & Business Tax Accounting	3		
ITSW 1301	Introduction to Word Processing ¹	3		
ACNT 1404	Introduction to Accounting II	4		
ACNT 1313	Computerized Accounting Applications	3		

THIRD SEMESTER

ACNT 2380	Cooperative Education-Accounting ² (Capstone)	3	†	
TOTAL CREDIT HOURS FOR GRADUATION		32		

Please review the requirements listed on this page. Once you have read them, please show your agreement by completing the signature portion at the top.

This degree is active for six(6) years from the Catalog year above. Non-completion may require updating to an active degree.

Developmental courses may be recommended based on test scores. All students must comply with Texas Success Initiatives (TSI) requirements.

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

¹ Keyboarding proficiency is required. Students may be advised to take Beginning Keyboarding.

² Co-op Prerequisite: Approval of Department Chair or Co-op Coordinator.