

Bill and Account Collector Level I Certificate (3623)
(Pending THECB Approval)

First Semester – 18 Hours

HRPO	1311	Human Relations	3
ITSW	1304	Introduction to Spreadsheets	3
POFI	1301	Introduction to Computers	3
POFL	1305	Legal Terminology	3
	or		
POFM	1313	Medical Terminology I	
POFT	1329	Keyboarding and Document Formatting I	3
	or		
POFT	2303	Speed and Accuracy Building	
POFT	1331	Business Machine Applications	3

Second Semester – 15 Hours

ACNT	1303	Introduction to Accounting	3
POFI	1349	Spreadsheets	3
POFT	1313	Professional Development for Office Personnel	3
POFT	2380	Cooperative Education	3
SPCH	1318	Interpersonal Communication	3

Total Hours **33**