

**Accounting Clerk Level 2 Certificate  
(Pending THECB Approval)**

First Semester – 15 Hours

|           |                              |   |
|-----------|------------------------------|---|
| MATH1314  | College Algebra              | 3 |
| HRPO 1311 | Human Relations              | 3 |
| BUSI 1301 | Introduction to Business     | 3 |
| ACNT 1303 | Introduction to Accounting I | 3 |
| POFT 1301 | Business English             | 3 |

15

Second Semester – 15 Hours

|           |   |   |
|-----------|---|---|
| MATH 1325 | Calculus for Business                         | 3 |
| POFI 1301 | Computer Applications I                       | 3 |
| POFT 1313 | Professional Development for Office Personnel | 3 |
| ACCT 2301 | Principles of Accounting I                    | 3 |
| POFT 2312 | Business Correspondence & Communication       | 3 |

Third Semester – 15 Hours

|           |                                    |   |
|-----------|------------------------------------|---|
| ITSW 1304 | Introduction to Spreadsheets       | 3 |
| ACCT 2302 | Principles of Accounting II        | 3 |
| ACNT 1331 | Federal Income Tax: Individual     | 3 |
| ACNT 2303 | Intermediate Accounting I          | 3 |
| ACNT 2386 | Internship – Accounting Technician | 3 |

**TOTAL HOURS** 45