

# ACCOUNTING

## ACCOUNTING CLERK CERTIFICATE (FOR DUAL CREDIT STUDENTS) COMPLETION PLAN

**PROGRAM INFORMATION:** The Accounting Clerk Certificate at Navarro College is designed for dual credit students who want basic accounting and paraprofessional skills. Students who pursue this certificate do not require remediation. All courses may be applied to the Accounting Assistant Paraprofessional Certificate and the A.A.S in Accounting degree.

### REQUIRED COURSES - SEMESTER I

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ACNT 1303	Introduction to Accounting I	3
POFT 1301	Business English	3
BCIS 1305	Business Computer Applications	3
ACNT 1304	Introduction to Accounting II	3
ACNT 1311	Introduction to Computerized Accounting	3
Program Total Credit Hours		15

ACNT 1304, ACNT 1311, ACNT 1329: Prerequisite Required – See course catalog inventory for more information