

# 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
Semester I Total Credit Hours		15
Program Total Credit Hours		

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

Navarro College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Navarro College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Navarro College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).