ACCOUNTING

ACCOUNTING ASSISTANT/PARAPROFESSIONAL CERTIFICATE COMPLETION PLAN

Program Information: The Accounting Assistant/Paraprofessional Certificate is designed to help prepare individuals who want more advanced accounting skills. Students who pursue this certificate do not require remediation. All courses may be applied to the Associate of Applied Science (AAS) in Accounting degree.

FRESHMAN YEAR - FALL

Course Section	Course Title	Credit Hours
ACNT 1303	Introduction to Accounting I	3
POFT 1301	Business English	3
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
Fall Total Credit Hours		12

FRESHMAN YEAR - SPRING

ACNT 1304, ACNT 1311, ACNT 1329, POFT 2312: Prerequisite Required – See course catalog inventory for more information.

Course Section	Course Title	Credit Hours
ACNT 1304	Introduction to Accounting II	3
ACNT 1311	Introduction to Computerized Accounting	3
ACNT 1329	Payroll & Business Tax Account	3
POFT 2312	Business Correspondence and Communications	3
Spring Total Credit Hours		12

SOPHOMORE YEAR - FALL

ACNT 1304, ACNT 1305, ACNT 1329, POFT 2312: Prerequisite Required – See course catalog inventory for more information.
ACNT 1368, ACNT 2302: Accounting Program Chair approval required.
Practicum (ACNT 1368) or Accounting Capstone (ACNT 2302) must be taken in the sequence provided in the degree plan and requires 336 hours (Approximately 21 hours per week during a 16 week semester) of workplace training. The practicum may or may not be paid and the student is responsible for locating their own internship under the guidance of the Accounting Department Chair before the semester begins. The accounting capstone may be taken in place of the practicum. Contact the program coordinator the semester prior to course registration.

Course Section	Course Title	Credit Hours
ACNT 1305	Forensic Accounting	3
ACNT 1331	Federal Income Tax: Individual	3
ACNT 2302 or ACNT 1368	Accounting Capstone or Practicum-Accounting Technology/ Technician and Bookkeeping	3
ACNT 2332	Accounting Information Systems	3
Fall Total Credit Hours		12
Program Total Credit Hours		36

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.