

BUSINESS

GUIDED PATHWAY: ACCOUNTING – ACCOUNTING ASSISTANT CERTIFICATE

For more information, visit dcccd.edu/Accounting and your academic advisor at your college.

This is an example course sequence for students interested in pursuing an Accounting Assistant Certificate within the Accounting program. It does not represent a contract, nor does it guarantee course availability. Following this pathway will help you earn the Accounting Assistant Certificate². Gainful employment information for this certificate can be found at https://www1.dcccd.edu/catalog/programs/degree_gei.cfm?a=97. For official certificate requirements, [click here](#).

The Accounting Assistant certificate is designed to provide expanded knowledge of accounting and technology skills. Emphasis is also placed on communication and human relations skills necessary for advancement in accounting or other business-related careers. All courses apply toward the Associate of Applied Science Degree in Accounting. Students enrolling in the courses in this certificate are TSI waived if they select the Accounting Assistant Level I Certificate as their program of study and complete and submit the Program of Study form to the Admissions Office prior to enrolling. Courses that complete the Accounting Assistant (AA1) Certificate are noted below.

Students pursuing this certificate are waived from the [Texas Success Initiative \(TSI\)](#) standards, but must meet course prerequisites, as long as the student completes the TSI waiver form prior to enrollment.



SEMESTER-BY-SEMESTER MAP FOR FULL-TIME STUDENTS³

All plans can be modified to fit the needs of part-time students

AA1	SEMESTER 1	ACTION ITEMS
◆	ACCT 2301 – Principles of Financial Accounting [^] #	<input type="checkbox"/> Meet with your advisor to: <ul style="list-style-type: none"> ○ Confirm academic and career goals before the end of the semester. ○ Apply for the Accounting Clerk (AC1) Certificate Completion <input type="checkbox"/> Meet with a career advisor or coach to research your career options and opportunities for job shadowing.
◆	ACNT 1311 – Introduction to Computerized Accounting [^]	
◆	CENGL 1301 – Composition I	
◆	CMATH Elective*	
◆	Elective ⁺	
◆	Elective ⁺	

TOTAL SEMESTER CREDIT HOURS: 18

AA1	SEMESTER 2	ACTION ITEMS
◆	ACCT 2302 – Principles of Managerial Accounting [^]	<input type="checkbox"/> Meet with your advisor to request an official program of study audit, confirm or update your academic/career path and program of study. <input type="checkbox"/> Meet with your advisor to apply for the Accounting Assistant (AA1) Certificate Completion.
◆	ACNT 1313 – Computerized Accounting Applications [^]	
◆	CHumanities/Fine Arts Elective*	
◆	CSPCH 1311 – Introduction to Speech Communication OR CSPCH 1315 – Public Speaking OR CSPCH 1321 – Business and Professional Communication	

TOTAL SEMESTER CREDIT HOURS: 12

CERTIFICATE MINIMUM: 30 SEMESTER CREDIT HOURS | PATHWAY TOTAL: 30 SEMESTER CREDIT HOURS

¹ Degree plans may change in later catalogs. You may use this pathway if you entered one of the seven colleges on or before this date.
² Students must earn at least 25% of the credit hours (15 hours) required for graduation through instruction by the DCCCD college awarding the certificate.
³ This is not an official degree plan. For official certificate requirements, [click here](#).
[^] Must earn a grade of “C” or higher in all ACCT and ACNT courses.
[#] ACNT 1303 Introduction to Accounting I and ACNT 1304 Introduction to Accounting II are recommended prior to enrollment in ACCT 2301 for a student with no accounting background.
^C This course counts for the Core Curriculum at any public college or university in Texas.
^{*} There are several options to fulfill this requirement. See your academic advisor for a specific list.
⁺ Must take any three (3) hour college-level course to satisfy this elective requirement.

THIS PATHWAY WAS LAST UPDATED APRIL 10, 2019