

**BUSINESS**

**GUIDED PATHWAY: ACCOUNTING CLERK CERTIFICATE**

For more information, visit [dcccd.edu/Accounting](http://dcccd.edu/Accounting) and your academic advisor at your college.

This is an example course sequence for students interested in pursuing an Accounting Clerk Certificate. It does not represent a contract, nor does it guarantee course availability. Following this pathway will help you earn the Accounting Clerk Level I Certificate<sup>2</sup>. Gainful employment information for this certificate can be found at [https://www1.dcccd.edu/catalog/programs/degree\\_gei.cfm?a=98](https://www1.dcccd.edu/catalog/programs/degree_gei.cfm?a=98). For official certificate requirements, [click here](#).

This certificate is designed to provide the student with the skills necessary to obtain entry-level employment in accounting. Emphasis is on the development of basic accounting and technology skills and the reinforcement of communication and computational skills. Students enrolling in the courses in this certificate are TSI waived if they select the Accounting Clerk Level I Certificate as their program of study and complete the Program of Study form to the Admissions Office prior to enrolling. The Accounting Clerk Certificate is the first semester of both the Accounting Assistant Certificate and the Associate of Applied Science Degree in Accounting. Courses that complete the Accounting Clerk (AC1) 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 STUDENTS<sup>3</sup>**

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

AC1	SEMESTER 1	ACTION ITEMS
◆	<b>ACCT 2301</b> – Principles of Financial Accounting <sup>^#</sup>	<input type="checkbox"/> Meet with your advisor to: <ul style="list-style-type: none"> <li>○ Confirm academic and career goals before the end of the semester.</li> <li>○ Request an official program of study audit, confirm or update your academic/career path and program of study.</li> </ul> <input type="checkbox"/> Meet with a career advisor or coach to research your career options and opportunities for job shadowing. <input type="checkbox"/> Meet with your advisor to Apply for the Accounting Clerk (AC1) Certificate Completion
◆	<b>ACNT 1311</b> – Introduction to Computerized Accounting <sup>^</sup>	
◆	<sup>C</sup> <b>ENGL 1301</b> – Composition I	
◆	<sup>C</sup> <b>MATH Elective</b> *	
◆	Elective <sup>+</sup>	
◆	Elective <sup>+</sup>	

**TOTAL SEMESTER CREDIT HOURS: 18**

**CERTIFICATE MINIMUM: 18 SEMESTER CREDIT HOURS | PATHWAY TOTAL: 18 SEMESTER CREDIT HOURS**

<sup>1</sup> 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.

<sup>2</sup> Students must earn at least 25% of the credit hours required for graduation through instruction by the DCCCD college awarding the certificate.

<sup>3</sup> This is not an official degree plan. For official certificate requirements, [click here](#).

<sup>^</sup> Must earn a grade of "C" or higher in all ACCT and ACNT courses.

<sup>#</sup> 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.

<sup>C</sup> 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 16, 2019