

# GUIDED PATHWAY: ACCOUNTING ASSISTANT CERTIFICATE

BUSINESS, HOSPITALITY and GLOBAL TRADE CAREER PATH



For more information, visit the [Dallas College Accounting webpage](http://www.dcccd.edu/Accounting) [www.dcccd.edu/Accounting] and your academic advisor at your campus.

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 Certificate. Students must earn at least 25% of the credit hours required for graduation through instruction by Dallas College. See catalog for [official certificate requirements](#).

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 and the Accounting Clerk Certificate. Courses that complete the Accounting Assistant 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.

<b>Catalog Year</b>	2020-2021	You may use this pathway if you entered Dallas College on or before this date.
<b>Degree Type</b>	Level 1 Certificate	
<b>GPA Requirement</b>	Student must earn a GPA of 2.0 or higher	
<b><a href="#">TSI</a></b>	May be Exempt	

## SEMESTER-BY-SEMESTER MAP FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students. This is not an official degree plan. See catalog for [official certificate requirements](#).

### CERTIFICATE MINIMUM: 30 SEMESTER CREDIT HOURS

#### SEMESTER 1

**Total Hours: 18**

**[ACCT 2301](#)** – Principles of Financial Accounting *Must earn a grade of "C" or higher. ACNT 1303 and ACNT 1304 are recommended prior to enrollment in ACCT 2301 for a student with no accounting background.*

**[ACNT 1311](#)** – Introduction to Computerized Accounting *Must earn a grade of "C" or higher.*

**[ENGL 1301](#)** – Composition I *This is a Core course. Must earn a grade of "C" or higher.*

**[MATHEMATICS ELECTIVE](#)** *This is a Core course. Must earn a grade of "C" or higher. There are several options to fulfill this requirement. See your academic advisor for a specific list.*

**ELECTIVE** *Must take any three-hour college-level course to satisfy this elective requirement.*

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#### SEMESTER 1 ACTION ITEMS

1. Meet with your advisor to confirm academic and career goals before the end of the semester.
2. Meet with a career advisor or coach to research your career options and opportunities for job shadowing.
3. Apply for the Accounting Clerk Certificate Completion.

#### SEMESTER 2

**Total Hours: 12**

**[ACCT 2302](#)** – Principles of Managerial Accounting *Must earn a grade of "C" or higher.*

**[ACNT 1313](#)** – Computerized Accounting Applications *Must earn a grade of "C" or higher.*

**[HUMANITIES/FINE ARTS ELECTIVE](#)** *This is a Core course. There are several options to fulfill this requirement. See your academic advisor for a specific list.*

**CHOOSE ONE:** **[SPCH 1311](#)** – Introduction to Speech Communication *This is a Core course.*

**SPCH 1315** – Public Speaking *This is a Core course.* **OR**

**SPCH 1321** – Business and Professional Communication *This is a Core course.*

***SEMESTER 2 ACTION ITEMS***

1. Meet with your advisor to request an official program of study audit and confirm or update your academic/career path.
2. Meet with your advisor to apply for the Accounting Assistant Certificate Completion.

**PATHWAY TOTAL: 30 SEMESTER CREDIT HOURS**