

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

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 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.

Catalog Year	2021-2022	You may use this pathway if you entered Dallas College on or before this date.
Degree Type	Level 1 Certificate	
GPA Requirement	Student must earn a GPA of 2.0 or higher	
TSI	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: 18 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 your advisor to request an official program of study audit and confirm or update your academic/career path.
3. Meet with a career advisor or coach to research your career options and opportunities for job shadowing.
4. Apply for the Accounting Clerk Certificate Completion.

PATHWAY TOTAL: 18 SEMESTER CREDIT HOURS