

Accounting Clerk Certificate			
College Requirement	College Course Title	Career and Technical Dual Credit Courses taken at High School	Summer Navarro College Waxahachie Offering
ACNT 1303	Introduction to Accounting I	Beginning Accounting I	
POFT 1325	Business Math and Machine Applications		12-week CBT* course (5/28-8/10)
POFT 1301	Business English		Six-week middle summer course (6/8-7/13 Mon.-Fri. 10:10-12:10)
POFT 1127	Intro. To Keyboarding	Keyboarding or BCIS I	
ACNT 1304	Introduction to Accounting II	Beginning Accounting II	
COSC 1401 or ITSC 1409	Microcomputer Applications or Integrated Software Applications	BCIS I	
ACNT 1329	Payroll and Business Tax Accounting		Online 12-week Course (5/28-8/10)
Total: 21 Credit Hours		11 Credit Hours	10 Credit Hours

Administrative Professional I Certificate			
College Requirement	College Course Title	Career and Technical Dual Credit Courses taken at High School	Summer Navarro College Waxahachie Offering
POFT 1301	Business English		Six-week middle summer course (6/8-7/13 Mon.-Fri. 10:10-12:10)
POFT 1313	Professional Workforce		Six-week middle summer course (6/8-7/13 Mon.-Fri. 8-10:10)
POFT 1325	Business Math and Machine Applications		12-week CBT* course (5/28-8/10)
POFT 1329	Beginning Keyboarding	Keyboarding I	
ACNT 1303	Introduction to Accounting I	Beginning Accounting I	
POFI 1301	Computer Applications I		12-week CBT* course (5/28-8/10)
Total: 18 Credit Hours		6 Credit Hours	12 Credit Hours

*CBT courses are Computer-Based Training Classes. Students attend an orientation session at the beginning of the summer and then have flexible hours in which to work on assignments in the lab.