

This program is designed to prepare the student for entry-level positions in the bookkeeping/accounting field. This would include clerical positions in specialized areas such as accounts payable, accounts receivable, and payroll, as well as positions with a more total involvement in accounting.

Major Courses – 32 credit hours

	ACC 121 Principles of Accounting I	4
	ACC 122 Principles of Accounting II*	4
	ACC 115 Payroll Accounting	3
	ACC 131 Income Tax I	3
	ACC 135 Spreadsheet Applications for Accounting	3
	ACC 226 Cost Accounting	3
	ACC 229 Managerial Accounting	3
	ACC 287 Cooperative Education OR	
	ACC 289 Capstone	3
	BUS 217 Business Communications and Report Writing	3
	FIN 101 Introduction to Finance	3

General Education Courses – 15 – 17 credit hours

	BUS 216 Legal Environment of Business	3
	ECO 201 Principles of Macroeconomics OR	3
	ECO 202 Principles of Microeconomics	
	ENG 121 English Composition I OR	3
	ENG 131 Technical Writing	
	MAT 106/111 or higher	3-5
	SPE 115 Public Speaking OR	
	SPE 125 Interpersonal Communication OR	
	SPE 225 Organizational Communication	3

Restricted Electives – 13 credit hours

Select at least six credits from Area One and six credits from Area Two. The remaining credit hour can be selected from either Area. Please consult with an advisor for selection of electives best suited to your needs.

Area One – Business Electives

Choose any course with the following prefix:

	BTE, BUS, ECO, FIN, INV, MAN, MAR	6-7
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Area One – ACC/CIS Electives

	ACC, CIS, CNG, CSC	6-7
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Physical Education – 1 credit hour

	PED Any Activity Course (The PED requirement will be waived for students who are 35 yrs or older at time of most recent admission to College. One credit hour must be taken to substitute for hour waived)	1
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* Prerequisite for ACC 122 is ACC 121; MAT 106/111 or higher is strongly recommended.

_____ Total Required – 61-64 credits



**IMPORTANT TELEPHONE NUMBERS:
STUDENT SERVICES**

Admission and Records	M2470	303.797.5621
• Graduation coordination, residency petitions, general information		
Advising and Counseling Center	M 2010	303.797.5664
• Educational planning, transfer advising, academic success counseling		
Bookstore	M1200	303.797.5676
• Order books online at www.efollett.com		
Campus Police	M2600	303.797.5800
• Student ID cards, parking permits, locker rental, crime reporting		
• Escort to your car after hours, first aid, lost and found		
Career Center	M2025	303.797.5805
• Career planning seminars, career resource library		
• Employment services, job fairs		
Cashier	M2300	303-797-5638
• Tuition payment, payment plans, refunds, general financial information		
• Ticket sales		
Child Development Center	N1000	303.797.5678
• High quality, flexible, convenient, moderately-priced childcare services for ACC students, staff and faculty on a space-available basis.		
Disability Services	M2710	303.797.5937 v/tty
• Academic accommodations and specialized consultation for students with documented disabilities. Computer adaptations for students with vision, learning, orthopedic, or other disabilities.		
Financial Aid	M2115	303.797.5661
• Apply online at www.FAFSA.ed.gov		
Information Central	M2800	303-797-4222
• Registration, Add/Drop, Withdrawal, Schedules and general information		
• Name/address/personal information changes etc.		
Library (Weber Center for Learning Resources)	M2500	303.797.5090
• Private study rooms		
Math Lab	M3610	303.797.5877
• Students must register for MAT 101 Enhanced Mathematics Lab		
Open Computer Lab	M1650	303.797.5907
• FREE computer access for registered students with an ACC Student ID		
Student Affairs	M2820	303.797.5668
• Student Senate, student newspaper, student clubs and programming		
• Student Grievances and Discipline		
Testing Center	M2280	303.797.5993
• Computerized Placement Test (CPT)		
• GED testing, Instructor testing, CLEP/correspondence testing		
Tutorial Services	M2710	303.797.5937 v/tty
• FREE workshops and academic tutors to supplement and enrich course requirements for those that qualify		
Writing Center	M2855	303.797.5830
• FREE one-on-one tutoring sessions to help develop writing skills for any class		

Location Abbreviations:

- **A** – Annex.
- **AD** – Art and Design Center
- **CSB** – Church Street Building
- **DTC** – Triad N Bldg Suite 111 (5660 Greenwood Plaza Blvd, Greenwood Village)
- **M** – Main Building
- **N** – North Building
- **UCC** – University Center at Chaparral (15653 Brookstone Dr, Parker)

ADDITIONAL CLASS FORMATS

Many of the classes in this degree can be taken as **flex**, **online** or **hybrid** courses. Symbols in the semester schedule indicate which classes are offered in these formats.

ASSESSMENT REQUIREMENTS:

Basic Skills courses may be required based on assessment scores. It is the student's responsibility to take these course requirements within the first 30 credits at ACC. Basic Skills courses are also available at other area community colleges.

Tested Out/ Completed	Semester	ACT/ SAT Last 2 yrs	Accuplacer	Course	Credits
Sentence Skills					
			25-49	See Developmental Studies Advisor	
			50-69	ENG060	3
			70-94	ENG090	3
		18/440	95-120	ENG 121	3
Note: You must have scores of 80 on reading and 95 on sentence skills to take ENG121					
Reading					
			25-39	See Developmental Studies Advisor	
			40-61	REA060	3
			62-79	REA090	3
		17/430	80-120	REA 112 (Optional)	3
Mathematics					
			Arithmetic 24-56	MAT030	2
			Arithmetic 57-120	MAT060	3
			Elem. Alg. 45-60	MAT090, MAT 108	4
			Elem. Alg. 61-84	MAT106/111	5
			19/460 85-120	MAT 120,121,123,135,155	4
Study Skills/Orientation					
			Academic Achievement Strategies - REA 62-79	AAA090	3
			College Orientation - No score requirement	AAA101	1
			Advanced Academic Achievement - REA 80+	AAA 109	3

EXEMPTIONS TO TESTING:

1. Have successfully completed a college-level mathematics and college-level English course with a grade of C or better. You must provide a transcript.
2. Have achieved the minimum ACT/SAT scores shown above within the last 2 years and provide documentation.
3. Have successfully completed necessary remedial course(s), if required with a "C" or better.
4. Have earned an Associate's degree or higher. You must provide documentation.
5. Some degree programs do not allow an exemption from testing.

IMPORTANT TRANSFER INFORMATION:

1. It is important that you consult an advisor and the transfer institution when choosing courses, as certain majors have particular degree prerequisites and general education course requirements that need to be taken within the Associate degree program.
2. Students who complete a 60 credit hour A.A./A.S. degree with appropriate course requirements and grades of C or better may be able to complete a Baccalaureate degree in 60 additional credits after transferring to a 4-year public institution. Consult your ACC Advisor about Colorado's 60+60 plans.

SUGGESTIONS FOR SUCCESS

1. Take your assessment test or be exempted (see above) before meeting with an academic advisor.
2. Take English and Math classes early in your program.
3. See your advisor about balancing your workload with credit load.
4. If you want to graduate in two years, take a minimum of fifteen college-level credits per fall/spring semester or twelve credits fall/spring and six credits in the summer.
5. Transfer and financial aid students should consult an advisor before registering.

You must apply for graduation at www.arapahoe.edu (Student Support Services) or at Information Central by: April 1 (summer graduation), July 1 (fall graduation) and November 1 (spring graduation).

For more information, log on to www.arapahoe.edu.