

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 | |
| | ECO 202 Principles of Microeconomics | 3 |
| | ENG 121 English Composition I OR | |
| | ENG 131 Technical Writing | 3 |
| | 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 six credits from Area One and six credits from Area Two. The remaining 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 |
|--|-----------------------------------|-----|

Area One – ACC/CIS Electives

| | | |
|--|--------------------|-----|
| | ACC, CIS, CNG, CSC | 6-7 |
|--|--------------------|-----|

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 |
|--|--|---|

_____ **Total Required – 61-64 credits**

***** Students without a good background in algebra should take the math requirement prior to taking ACC 122.**

IMPORTANT PROGRAM INFORMATION:

Please see the Advising Office with any questions concerning this agreement; 303.797.5664 or advising@arapahoe.edu.

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 |
| Reading | | | | | |
| | | | 25-39 | See Developmental Studies Advisor | |
| | | | 40-61 | REA060 | 3 |
| | | | 62-79 | REA090 | 3 |
| | | 17/430 | 80-120 | REA 112 | 3 |
| Mathematics | | | | | |
| | | Arithmetic | 24-56 | MAT030 | 2 |
| | | Arithmetic | 57-120 | MAT060 | 3 |
| | | Elem. Alg. | 45-60 | MAT090 | 4 |
| | | Elem. Alg. | 61-84 | MAT106/111 | 5 |
| | | 19/460 | 85-120 | MAT 120,121,123,135/179 | 4 |
| Study Skills/Orientation | | | | | |
| | Academic Achievement Strategies | | | AAA090 | 3 |
| | College Orientation | | | AAA101 | 1 |
| | Advanced Academic Achievement | | | AAA 109 | 3 |

EXEMPTIONS TO ASSESSMENT TESTING:

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

IMPORTANT TELEPHONE NUMBERS:

| | | | |
|---------------------------------------|--|---------------|---------------------------|
| Admission and Records | admissions@arapahoe.edu | M2470 | 303.797.5621 |
| Advising and Counseling Center | advising@arapahoe.edu | M 2010 | 303.797.5664 |
| Bookstore | 0249mgr@fhcg.follett.com | M1200 | 303.797.5676 |
| Campus Police | campuspolice@arapahoe.edu | M2600 | 303.797.5800 |
| Career Center | careers@arapahoe.edu | M2025 | 303.797.5805 |
| Cashier | | M2300 | 303-797-5638 |
| Child Development Center | | N1000 | 303.797.5678 |
| Disability Services | heather.lawler@arapahoe.edu | M2710 | 303.797.5937 v/tty |
| Financial Aid | | M2115 | 303.797.5661 |
| | • Apply online at www.FAFSA.ed.gov | | |
| Information Central | info-central@arapahoe.edu | M2800 | 303-797-4222 |
| Library | library@arapahoe.edu | M2500 | 303.797.5090 |
| Math Lab | math@arapahoe.edu | M3610 | 303.797.5877 |
| | • Students must register for MAT 101 Enhanced Mathematics Lab | | |
| Open Computer Lab | | M1650 | 303.797.5907 |
| Student Affairs | heather.lawler@arapahoe.edu | M2820 | 303.797.5668 |
| Testing Center | | M2280 | 303.797.5993 |
| Tutorial Services | debra.goldberg@arapahoe.edu | M2710 | 303.797.5937 v/tty |
| Writing Center | | M2855 | 303.797.5830 |

Location Abbreviations:

| | |
|--|-----------------------------------|
| A – Annex | AD – Art and Design Center |
| CSB – Church Street Building | M – Main Building |
| UCC – University Center @ Chaparral (15653 Brookstone Dr, Parker) | N – North Building |

TRANSFER INFORMATION:

- 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.
- 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.
- ACC has articulation agreements with several four-year institutions; visit the ACC Transfer Center of the website (www.arapahoe.edu) for more information.

SUGGESTIONS FOR SUCCESS

- Obtain and read a copy of the ACC catalog.
- Attend a New Student Orientation session.
- Maintain current contact information on file and read all correspondence from ACC.
- Take your CPT or be exempted (see above) before meeting with an academic advisor.
- Take English, Speech and Math classes early in your program.
- See your advisor about balancing your workload with credit load.
- 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 Summer.
- Transfer and financial aid students should consult an advisor before registering.

GRADUATION INFORMATION

- No catalog more than six years old may be used for graduation requirements; the 2007/2008 catalog may not be used beyond the Spring 2013 semester.
- You must apply for graduation; obtain the application online at www.arapahoe.edu (Student Services) and apply by: April 1 (summer graduation), July 1 (fall graduation) and November 1 (spring graduation).**

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

Last Updated 06.21.2007