

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.

Students can earn the Accounting Clerk Certificate in the first two semesters of the AAS Accounting Full-Time Track, enabling them to work in an entry level clerk position while finishing their accounting degree. The classes for this Certificate are part of the academic plan for the AAS Accounting.

Required Courses	Credits	Pre or Co Reqs Rqd	Course Availability		
			Fall	Spr	Sum
<b>General Education Courses</b>					
• BUS 216 - Legal Environment of Business (3 Cr.)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• COM 115 - Public Speaking* (3 Cr.)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• ECO 201 - Principles of Macroeconomics OR ECO 202 - Principles of Microeconomics*	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• ENG 121 - English Composition GT-CO1 OR ENG 131 - Technical Writing GT-CO1*	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• MAT 121 - College Algebra: GT-MA1* (4 Cr.)	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Major Courses</b>					
• ACC 115 - Payroll Accounting (3 Cr.)	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• ACC 121 - Accounting Principles I (4 Cr.)	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• ACC 122 - Accounting Principles II (4 Cr.)	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• ACC 131 - Income Tax (3 Cr.)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• ACC 135 - Spreadsheet Applications for Accounting (3 Cr.)	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• ACC 211 - Intermediate Accounting I (4 Cr.)	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• ACC 226 - Cost Accounting (3 Cr.)	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• ACC 235 - Computerized Accounting for Small Businesses (3 Cr.)	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• ACC 287 - Cooperative Education (3 Cr.)	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• BUS 217 - Business Communication & Report Writing (3 Cr.)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• FIN 101 - Introduction to Finance* (3 Cr.)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Elective Courses</b>					
• Elective (See Notes for specific requirements)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Elective (See Notes for specific requirements)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Elective (See Notes for specific requirements)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Pre-Requisites, Co-Requisites, and Recommendations (grade C or better required)**

Where requirements are listed as course categories (e.g. Electives, Arts/Humanities) rather than as specific courses, please note that depending upon course choice, pre-requisites may be required.

ACC 115 - Payroll Accounting (3 Cr.)

- Pre-Requisite: ACC 121 - Accounting Principles I

ACC 122 - Accounting Principles II (4 Cr.)

- Pre-Requisite: ACC 121 - Accounting Principles I

ACC 135 - Spreadsheet Applications for Accounting (3 Cr.)

- Pre-Requisite: ACC 121 - Accounting Principles I (4 Cr.)
- Pre-Requisite: ACC 122 - Accounting Principles II (4 Cr.)
- Pre-Requisite: CIS 155 - PC Spreadsheet Concepts: Excel (3 Cr.)

ACC 211 - Intermediate Accounting I (4 Cr.)

- Pre-Requisite: ACC 122 - Accounting Principles II

ACC 226 - Cost Accounting (3 Cr.)

- Pre-Requisite: ACC 122 - Accounting Principles II

ACC 235 - Computerized Accounting for Small Businesses (3 Cr.)

- Pre-Requisite: ACC 122 - Accounting Principles II

ACC 287 - Cooperative Education (3 Cr.)

- Requirement: Instructor's Permission

MAT 121 - College Algebra: GT-MA1\* (4 Cr.)

- Co-Requisite: MAT 093 - Algebra Lab\* (1 Cr.) OR MAT 077 - Prep Lab for College Algebra (2 Cr.)
- Pre-Requisite: MAT 055 - Algebraic Literacy (4 Cr.) or appropriate score

ENG 121 - English Composition GT-CO1 OR ENG 131 - Technical Writing GT-CO1\*

- Co-Requisite: CCR 094 - Studio 121

**Program Outcomes**

- Demonstrate strong oral and written communication skills essential to success in the profession.
- Recall the core technical concepts used in the profession.
- Demonstrate the ability to use software and technology tools in an effective and efficient manner.
- Develop the ability to analyze information objectively and make a reasoned judgment.

**Notes**

- Electives: Any course from BTE, BUS, ECO, FIN, INV, MAN, MAR, ACC, CIS, CNG, or CSC.
- To earn the Accounting Clerk Certificate, complete the following courses in the first two semesters of the AAS Accounting Full-Time Track: ACC 121, ACC 115, BUS 115 (choose as an elective), CIS 155 (choose as an elective), and FIN 101.
- \*This course requires college level readiness as measured by Accuplacer, ACT, or SAT scores; approved high school course work that is less than five years old; or successful completion of appropriate college-readiness course.
- AAA 101 – College 101: Student Experience is required for all new college students seeking degrees or transfer.
- Course availability is subject to change.



- In order to meet program requirements, students registered for ENG 121 or ENG 131 must also register for CCR 094 unless they can demonstrate otherwise meeting the CCR 094 standard through assessment testing, prior college coursework, or recent High School coursework. See an Advisor for details.
- Recommended courses may be listed above for certain electives; consult with the Academic Advising Office ([advising@arapahoe.edu](mailto:advising@arapahoe.edu) or 303.797.5664) for additional elective recommendations.
- Refer to 21/22 catalog for specific requirements and important information about this degree.

### Graduation Requirements

- To graduate, students must apply for graduation (form available at [www.arapahoe.edu/departments-and-programs/graduation](http://www.arapahoe.edu/departments-and-programs/graduation)) by the deadline and meet all degree requirements.

RECOMMENDED COURSE SEQUENCE FULL-TIME TRACK

Year 1: Fall	Credits	Course
	4	ACC 121 - Accounting Principles I (4 Cr.)
	3	COM 115 - Public Speaking (3 Cr.)
	3	Elective BUS 115 - Introduction to Business (3 Cr.) CIS 155 - PC Spreadsheet Concepts: Excel (3 Cr.) INV 115 - Investments/Stocks & Bonds* (3 Cr.) MAN 128 - Human Relations in Organizations (3 Cr.) MAR 106 - Marketing Your Image (3 Cr.) MAR 160 - Customer Service (3 Cr.)
	3	ENG 121 - English Composition GT-CO1 OR ENG 131 - Technical Writing GT-CO1
	4	MAT 121 - College Algebra: GT-MA1 (4 Cr.)
Year 1: Spring	Credits	Course
	3	ACC 115 - Payroll Accounting (3 Cr.)
	4	ACC 122 - Accounting Principles II (4 Cr.)
	3	BUS 217 - Business Communication & Report Writing (3 Cr.)
	3	Elective ~Recommended Elective(s)~ BUS 115 - Introduction to Business (3 Cr.) CIS 155 - PC Spreadsheet Concepts: Excel (3 Cr.) INV 115 - Investments/Stocks & Bonds* (3 Cr.) MAN 128 - Human Relations in Organizations (3 Cr.) MAR 106 - Marketing Your Image (3 Cr.) MAR 160 - Customer Service (3 Cr.)
	3	FIN 101 - Introduction to Finance (3 Cr.)
Year 2: Fall	Credits	Course
	3	ACC 131 - Income Tax (3 Cr.)
	4	ACC 211 - Intermediate Accounting I (4 Cr.)
	3	BUS 216 - Legal Environment of Business (3 Cr.)
	3	ECO 201 - Principles of Macroeconomics OR ECO 202 - Principles of Microeconomics
	3	Elective BUS 115 - Introduction to Business (3 Cr.) CIS 155 - PC Spreadsheet Concepts: Excel (3 Cr.) INV 115 - Investments/Stocks & Bonds* (3 Cr.) MAN 128 - Human Relations in Organizations (3 Cr.) MAR 106 - Marketing Your Image (3 Cr.) MAR 160 - Customer Service (3 Cr.)
Year 2: Spring	Credits	Course
	3	ACC 135 - Spreadsheet Applications for Accounting (3 Cr.)
	3	ACC 226 - Cost Accounting (3 Cr.)
	3	ACC 235 - Computerized Accounting for Small Businesses (3 Cr.)
	3	ACC 287 - Cooperative Education (3 Cr.)

RECOMMENDED COURSE SEQUENCE PART-TIME TRACK

Year 1: Fall	Credits	Course
	4	ACC 121 - Accounting Principles I (4 Cr.)
	3	ENG 121 - English Composition GT-CO1 OR ENG 131 - Technical Writing GT-CO1
Year 1: Spring	Credits	Course
	3	BUS 217 - Business Communication & Report Writing (3 Cr.)
	3	FIN 101 - Introduction to Finance (3 Cr.)
	4	MAT 121 - College Algebra: GT-MA1 (4 Cr.)
Year 1: Summer	Credits	Course
	4	ACC 122 - Accounting Principles II (4 Cr.)
	3	BUS 216 - Legal Environment of Business (3 Cr.)
Year 2: Fall	Credits	Course
	4	ACC 211 - Intermediate Accounting I (4 Cr.)
	3	COM 115 - Public Speaking (3 Cr.)
	3	Elective BUS 115 - Introduction to Business (3 Cr.) CIS 155 - PC Spreadsheet Concepts: Excel (3 Cr.) INV 115 - Investments/Stocks & Bonds* (3 Cr.) MAN 128 - Human Relations in Organizations (3 Cr.) MAR 106 - Marketing Your Image (3 Cr.) MAR 160 - Customer Service (3 Cr.)
Year 2: Spring	Credits	Course
	3	ACC 115 - Payroll Accounting (3 Cr.)
	3	ACC 135 - Spreadsheet Applications for Accounting (3 Cr.)
	3	ECO 201 - Principles of Macroeconomics OR ECO 202 - Principles of Microeconomics
Year 2: Summer	Credits	Course
	3	ACC 131 - Income Tax (3 Cr.)
	3	Elective ~Recommended Elective(s)~ BUS 115 - Introduction to Business (3 Cr.) CIS 155 - PC Spreadsheet Concepts: Excel (3 Cr.) INV 115 - Investments/Stocks & Bonds* (3 Cr.) MAN 128 - Human Relations in Organizations (3 Cr.) MAR 106 - Marketing Your Image (3 Cr.) MAR 160 - Customer Service (3 Cr.)
Year 3: Fall	Credits	Course
	3	ACC 226 - Cost Accounting (3 Cr.)
	3	Elective BUS 115 - Introduction to Business (3 Cr.) CIS 155 - PC Spreadsheet Concepts: Excel (3 Cr.) INV 115 - Investments/Stocks & Bonds* (3 Cr.) MAN 128 - Human Relations in Organizations (3 Cr.) MAR 106 - Marketing Your Image (3 Cr.) MAR 160 - Customer Service (3 Cr.)



Year 3: Spring	Credits	Course
	3	ACC 235 - Computerized Accounting for Small Businesses (3 Cr.)
	3	ACC 287 - Cooperative Education (3 Cr.)