Academic Plan: Certificate - Accounting Clerk

# Catalog Year: 2020/2021

## Total Credits: 16

This certificate is designed to prepare students for an entry-level clerk position. Accounting clerks require solid interpersonal skills, proficiency with Excel, and basic accounting knowledge. They assist with data entry and processing of accounts payable and accounts receivable.

# A - Major Course.

ACC 115 - Payroll Accounting 3 credits available fall spring

ACC 121 - Accounting Principles I 4 credits available fall spring summer

BUS 115 - Introduction to Business 3 credits available fall spring summer

CIS 155 - PC Spreadsheet Concepts: Excel 3 credits available fall spring summer

# B - Additional Required Courses.

Elective (See Notes for specific requirements) 3 credits available fall spring summer

# 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

Pre-Requisite: ACC 121 - Accounting Principles I (or waiver with instructor permission)

CIS 155 - PC Spreadsheet Concepts: Excel

Pre-Requisite: Students must have Windows file management skills to create file folders, rename files, delete files, copy and move files

# Notes

Course availability is subject to change.

Elective: Choose any 3 credit course from CIS, FIN, or MAR.

Follow the recommended course sequence on the following pages of this document.

Recommended courses are listed above for certain electives; consult with the Academic Advising Office (advising@arapahoe.edu or 303.797.5664) or the Business Department for additional elective recommendations.

# Graduation Requirements

All courses required for this degree must be completed with a "C" or better to meet graduation requirements.

To graduate, students must apply for graduation [here](http://www.arapahoe.edu/graduation) by the deadline and meet all degree requirements.

# RECOMMENDED COURSE SEQUENCE FULL-TIME TRACK

## Year 1: Fall

3ACC 115 - Payroll Accounting

4ACC 121 - Accounting Principles I

3BUS 115 - Introduction to Business

3CIS 155 - PC Spreadsheet Concepts: Excel

3Elective

* ~Recommended Elective(s)~
	+ CIS 118 - Intro to PC Applications
	+ FIN 101 - Introduction to Finance\*
	+ MAR 106 - Marketing Your Image

# RECOMMENDED COURSE SEQUENCE PART-TIME TRACK

## Year 1: Fall

4ACC 121 - Accounting Principles I

3BUS 115 - Introduction to Business

3Elective

* ~Recommended Elective(s)~
	+ CIS 118 - Intro to PC Applications
	+ FIN 101 - Introduction to Finance\*
	+ MAR 106 - Marketing Your Image

## Year 1: Spring

3ACC 115 - Payroll Accounting

3CIS 155 - PC Spreadsheet Concepts: Excel