Academic Plan - Certificate Accounting Clerk

Catalog Year: 2021/2022

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.

Total Credits: 16

Major Course

3 Credits, ACC 115 - Payroll Accounting (3 Cr.), available fall spring summer

3 Credits, BUS 115 - Introduction to Business (3 Cr.), available fall spring summer

3 Credits, CIS 155 - PC Spreadsheet Concepts: Excel (3 Cr.), available fall spring summer

4 Credits, ACC 121 - Accounting Principles I (4 Cr.), available fall spring summer

Additional Required Courses

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

Pre-Requisites, Co-Requisites, and Recommendations

* ACC 115 - Payroll Accounting (3 Cr.)
	+ Pre-Requisite: ACC 121 - Accounting Principles I

Notes

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

Course availability is subject to change.

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 at the [Graduation Webpage](http://www.arapahoe.edu/graduation) by the deadline and meet all degree requirements.

RECOMMENDED COURSE SEQUENCE FULL-TIME TRACK

Year 1: Fall

3 Credits, ACC 115 - Payroll Accounting (3 Cr.)

4 Credits, ACC 121 - Accounting Principles I (4 Cr.)

3 Credits, BUS 115 - Introduction to Business (3 Cr.)

3 Credits, CIS 155 - PC Spreadsheet Concepts: Excel (3 Cr.)

3 Credits, Elective

* ~Recommended Elective(s)~
	+ CIS 118 - Intro to PC Applications (3 Cr.)
	+ FIN 101 - Introduction to Finance\* (3 Cr.)
	+ MAR 106 - Marketing Your Image (3 Cr.)

RECOMMENDED COURSE SEQUENCE PART-TIME TRACK

Year 1: Fall

4 Credits, ACC 121 - Accounting Principles I (4 Cr.)

3 Credits, BUS 115 - Introduction to Business (3 Cr.)

3 Credits, Elective

* ~Recommended Elective(s)~
	+ CIS 118 - Intro to PC Applications (3 Cr.)
	+ FIN 101 - Introduction to Finance\* (3 Cr.)
	+ MAR 106 - Marketing Your Image (3 Cr.)

Year 1: Spring

3 Credits, ACC 115 - Payroll Accounting (3 Cr.)

3 Credits, CIS 155 - PC Spreadsheet Concepts: Excel (3 Cr.)