Academic Plan: Certificate - Bookkeeping Clerk

# Catalog Year: 2020/2021

# Total Credits: 29

Bookkeepers require proficiency with Excel and QuickBooks, solid interpersonal skills, and basic accounting knowledge. They perform tasks such as processing accounts payable and accounts receivable, inventory, reconciling bank statements, and payroll processing.

# A - Major Course.

ACC 115 - Payroll Accounting 3 credits available fall spring

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

ACC 122 - Accounting Principles II 4 credits available fall spring summer

ACC 135 - Spreadsheet Applications for Accounting 3 credits available fall spring

ACC 235 - Computerized Accounting for Small Businesses 3 credits available spring

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

BUS 217 - Business Communication & Report Writing 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)

ACC 122 - Accounting Principles II

Pre-Requisite: ACC 121 - Accounting Principles I

ACC 135 - Spreadsheet Applications for Accounting

Pre-Requisite: ACC 122 - Accounting Principles II

Pre-Requisite: CIS 155 - PC Spreadsheet Concepts: Excel

ACC 235 - Computerized Accounting for Small Businesses

Pre-Requisite: ACC 122 - Accounting Principles II

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 ACC, BTE, BUS, CIS, FIN, MAN, 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.

Refer to 20/21 catalog for specific requirements and important information about this degree.

# 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)~
  + ACC 131 - Income Tax
  + CIS 118 - Intro to PC Applications
  + FIN 101 - Introduction to Finance\*
  + MAN 128 - Human Relations in Organizations
  + MAR 106 - Marketing Your Image
  + MAR 160 - Customer Service

## Year 1: Spring

4ACC 122 - Accounting Principles II

3ACC 135 - Spreadsheet Applications for Accounting

3ACC 235 - Computerized Accounting for Small Businesses

3BUS 217 - Business Communication & Report Writing

# RECOMMENDED COURSE SEQUENCE PART-TIME TRACK

## Year 1: Fall

4ACC 121 - Accounting Principles I

3CIS 155 - PC Spreadsheet Concepts: Excel

## Year 1: Spring

3ACC 115 - Payroll Accounting

3BUS 115 - Introduction to Business

3Elective

* ~Recommended Elective(s)~
  + ACC 131 - Income Tax
  + CIS 118 - Intro to PC Applications
  + FIN 101 - Introduction to Finance\*
  + MAN 128 - Human Relations in Organizations
  + MAR 106 - Marketing Your Image
  + MAR 160 - Customer Service

## Year 2: Fall

4ACC 122 - Accounting Principles II

3ACC 135 - Spreadsheet Applications for Accounting

## Year 2: Spring

3ACC 235 - Computerized Accounting for Small Businesses

3BUS 217 - Business Communication & Report Writing