Academic Plan - Certificate Bookkeeping Clerk

Catalog Year: 2021/2022

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.

Total Credits: 29

Major Course

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

3 Credits, ACC 135 - Spreadsheet Applications for Accounting (3 Cr.), available fall spring summer

3 Credits, ACC 235 - Computerized Accounting for Small Businesses (3 Cr.), available spring

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

3 Credits, BUS 217 - Business Communication & Report Writing (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

4 Credits, ACC 122 - Accounting Principles II (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
* 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 235 - Computerized Accounting for Small Businesses (3 Cr.)
  + Pre-Requisite: ACC 122 - Accounting Principles II

Notes

Elective: Choose any 3-credit course from ACC, BTE, BUS, CIS, FIN, MAN, or MAR.

Course availability is subject to change.

Refer to 21/22 catalog for specific requirements and important information about this degree.

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 on 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)~
  + ACC 131 - Income Tax (3 Cr.)
  + CIS 118 - Intro to PC Applications (3 Cr.)
  + FIN 101 - Introduction to Finance\* (3 Cr.)
  + MAN 128 - Human Relations in Organizations (3 Cr.)
  + MAR 106 - Marketing Your Image (3 Cr.)
  + MAR 160 - Customer Service (3 Cr.)

Year 1: Spring

4 Credits, ACC 122 - Accounting Principles II (4 Cr.)

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

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

3 Credits, BUS 217 - Business Communication & Report Writing (3 Cr.)

RECOMMENDED COURSE SEQUENCE PART-TIME TRACK

Year 1: Fall

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

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

Year 1: Spring

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

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

3 Credits, Elective

* ~Recommended Elective(s)~
  + ACC 131 - Income Tax (3 Cr.)
  + CIS 118 - Intro to PC Applications (3 Cr.)
  + FIN 101 - Introduction to Finance\* (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: Fall

4 Credits, ACC 122 - Accounting Principles II (4 Cr.)

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

Year 2: Spring

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

3 Credits, BUS 217 - Business Communication & Report Writing (3 Cr.)