ACC
Business Pathway

29 Credits

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.

Required Courses	Credits	Pre or Co Reqs Rqd	Course Availability Fall	Spr	Sum
Major Course					
• ACC 115 - Payroll Accounting (3 Cr.)	3	☑	☑	☑	☑
• ACC 121 - Accounting Principles I (4 Cr.)	4	☐	☑	☑	☑
• ACC 122 - Accounting Principles II (4 Cr.)	4	☑	☑	☑	☑
• ACC 135 - Spreadsheet Applications for Accounting (3 Cr.)	3	☑	☑	☑	☑
• ACC 235 - Computerized Accounting for Small Businesses (3 Cr.)	3	☑	☐	☑	☐
• BUS 115 - Introduction to Business (3 Cr.)	3	☐	☑	☑	☑
• BUS 217 - Business Communication & Report Writing (3 Cr.)	3	☐	☑	☑	☑
• CIS 155 - PC Spreadsheet Concepts: Excel (3 Cr.)	3	☑	☑	☑	☑
Additional Required Courses					
• Elective (See Notes for specific requirements)	3	☐	☑	☑	☑

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 (or waiver with instructor permission)

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

ACC 235 - Computerized Accounting for Small Businesses (3 Cr.)
   • Pre-Requisite: ACC 122 - Accounting Principles II

CIS 155 - PC Spreadsheet Concepts: Excel (3 Cr.)
   • 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 21/22 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 (form available at www.arapahoe.edu/graduation) by the deadline and meet all degree requirements.

RECOMMENDED COURSE SEQUENCE FULL-TIME TRACK

Year 1: Fall	Credits	Course
	3	ACC 115 - Payroll Accounting (3 Cr.)
	4	ACC 121 - Accounting Principles I (4 Cr.)
	3	BUS 115 - Introduction to Business (3 Cr.)
	3	CIS 155 - PC Spreadsheet Concepts: Excel (3 Cr.)
	3	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	**Credits**	**Course**
	4	ACC 122 - Accounting Principles II (4 Cr.)
	3	ACC 135 - Spreadsheet Applications for Accounting (3 Cr.)
	3	ACC 235 - Computerized Accounting for Small Businesses (3 Cr.)
	3	BUS 217 - Business Communication & Report Writing (3 Cr.)

RECOMMENDED COURSE SEQUENCE PART-TIME TRACK

Year 1: Fall	Credits	Course
	4	ACC 121 - Accounting Principles I (4 Cr.)
	3	CIS 155 - PC Spreadsheet Concepts: Excel (3 Cr.)
Year 1: Spring	**Credits**	**Course**
	3	ACC 115 - Payroll Accounting (3 Cr.)
	3	BUS 115 - Introduction to Business (3 Cr.)
	3	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	**Credits**	**Course**
	4	ACC 122 - Accounting Principles II (4 Cr.)
	3	ACC 135 - Spreadsheet Applications for Accounting (3 Cr.)
Year 2: Spring	**Credits**	**Course**
	3	ACC 235 - Computerized Accounting for Small Businesses (3 Cr.)
	3	BUS 217 - Business Communication & Report Writing (3 Cr.)