

This program is designed to prepare the student for entry-level positions in the bookkeeping/accounting field. This would include clerical positions in specialized areas such as accounts payable, accounts receivable and payroll, as well as positions with a more total involvement in accounting.

Required Courses	Credits	Pre or Co Reqs Rqd	Course Availability		
			Fall	Spr	Sum
General Education Courses					
• BUS 216 - Legal Environment of Business	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• COM 115 - Public Speaking* OR COM 125 - Interpersonal Communication OR COM 225 - Organizational Communication	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• ECO 201 - Principles of Macroeconomics OR ECO 202 - Principles of Microeconomics*	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• ENG 121 - English Composition GT-CO1 OR ENG 131 - Technical Writing GT-CO1*	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• MAT 121 - College Algebra: GT-MA1*	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Major Courses					
• ACC 115 - Payroll Accounting	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• ACC 121 - Accounting Principles I	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• ACC 122 - Accounting Principles II	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• ACC 131 - Income Tax	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• ACC 135 - Spreadsheet Applications for Accounting	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• ACC 211 - Intermediate Accounting I	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ACC 226 - Cost Accounting	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• ACC 235 - Computerized Accounting for Small Businesses	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• ACC 287 - Cooperative Education	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• BUS 217 - Business Communication & Report Writing	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• FIN 101 - Introduction to Finance*	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Elective Courses					
• Elective (See Notes for specific requirements)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Elective (See Notes for specific requirements)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Elective (See Notes for specific requirements)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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 211 - Intermediate Accounting I

- Pre-Requisite: ACC 122 - Accounting Principles II

ACC 226 - Cost Accounting

- Pre-Requisite: ACC 122 - Accounting Principles II

ACC 235 - Computerized Accounting for Small Businesses

- Pre-Requisite: ACC 122 - Accounting Principles II

ACC 287 - Cooperative Education

- Requirement: Instructor's Permission

Program Outcomes

- Demonstrate strong oral and written communication skills essential to success in the profession.
- Recall the core technical concepts used in the profession.
- Demonstrate the ability to use software and technology tools in an effective and efficient manner.
- Develop the ability to analyze information objectively and make a reasoned judgment.

Notes

- Electives: Any course from BTE, BUS, ECO, FIN, INV, MAN, MAR, ACC, CIS, CNG, or CSC.
- *This course requires college level readiness as measured by Accuplacer, ACT, or SAT scores; approved high school course work that is less than five years old; or successful completion of appropriate college-readiness course.
- AAA 101 – College 101: Student Experience is required for all new college students seeking degrees or transfer.
- Course availability is subject to change.
- Recommended courses may be listed above for certain electives; consult with the Academic Advising Office (advising@arapahoe.edu or 303.797.5664) for additional elective recommendations.
- Refer to 19/20 catalog for specific requirements and important information about this degree.

Graduation Requirements

- To graduate, students must apply for graduation (form available at www.arapahoe.edu/departments-and-programs/graduation) by the deadline and meet all degree requirements.

RECOMMENDED COURSE SEQUENCE FULL-TIME TRACK

Year 1: Fall	Credits	Course
	4	ACC 121 - Accounting Principles I
	3	COM 115 - Public Speaking OR COM 125 - Interpersonal Communication OR COM 225 - Organizational Communication
	3	Elective BUS 115 - Introduction to Business CIS 155 - PC Spreadsheet Concepts: Excel INV 115 - Investments/Stocks & Bonds* MAN 128 - Human Relations in Organizations MAR 106 - Marketing Your Image MAR 160 - Customer Service
	3	ENG 121 - English Composition GT-CO1 OR ENG 131 - Technical Writing GT-CO1
	4	MAT 121 - College Algebra: GT-MA1
Year 1: Spring	Credits	Course
	4	ACC 122 - Accounting Principles II
	3	BUS 217 - Business Communication & Report Writing
	3	ECO 201 - Principles of Macroeconomics OR ECO 202 - Principles of Microeconomics
	3	Elective ~Recommended Elective(s)~ BUS 115 - Introduction to Business CIS 155 - PC Spreadsheet Concepts: Excel INV 115 - Investments/Stocks & Bonds* MAN 128 - Human Relations in Organizations MAR 106 - Marketing Your Image MAR 160 - Customer Service
	3	FIN 101 - Introduction to Finance
Year 2: Fall	Credits	Course
	3	ACC 115 - Payroll Accounting
	3	ACC 131 - Income Tax
	4	ACC 211 - Intermediate Accounting I
	3	BUS 216 - Legal Environment of Business
	3	Elective BUS 115 - Introduction to Business CIS 155 - PC Spreadsheet Concepts: Excel INV 115 - Investments/Stocks & Bonds* MAN 128 - Human Relations in Organizations MAR 106 - Marketing Your Image MAR 160 - Customer Service
Year 2: Spring	Credits	Course
	3	ACC 135 - Spreadsheet Applications for Accounting
	3	ACC 226 - Cost Accounting
	3	ACC 235 - Computerized Accounting for Small Businesses
	3	ACC 287 - Cooperative Education

RECOMMENDED COURSE SEQUENCE PART-TIME TRACK

Year 1: Fall	Credits	Course
	4	ACC 121 - Accounting Principles I
	3	ENG 121 - English Composition GT-CO1 OR ENG 131 - Technical Writing GT-CO1
Year 1: Spring	Credits	Course
	3	BUS 217 - Business Communication & Report Writing
	3	FIN 101 - Introduction to Finance
	4	MAT 121 - College Algebra: GT-MA1
Year 1: Summer	Credits	Course
	4	ACC 122 - Accounting Principles II
	3	BUS 216 - Legal Environment of Business
Year 2: Fall	Credits	Course
	3	ACC 131 - Income Tax
	4	ACC 211 - Intermediate Accounting I
	3	COM 115 - Public Speaking OR COM 125 - Interpersonal Communication OR COM 225 - Organizational Communication
Year 2: Spring	Credits	Course
	3	ACC 115 - Payroll Accounting
	3	ACC 135 - Spreadsheet Applications for Accounting
	3	ECO 201 - Principles of Macroeconomics OR ECO 202 - Principles of Microeconomics
Year 2: Summer	Credits	Course
	3	Elective ~Recommended Elective(s)~ BUS 115 - Introduction to Business CIS 155 - PC Spreadsheet Concepts: Excel INV 115 - Investments/Stocks & Bonds* MAN 128 - Human Relations in Organizations MAR 106 - Marketing Your Image MAR 160 - Customer Service
	3	Elective BUS 115 - Introduction to Business CIS 155 - PC Spreadsheet Concepts: Excel INV 115 - Investments/Stocks & Bonds* MAN 128 - Human Relations in Organizations MAR 106 - Marketing Your Image MAR 160 - Customer Service
Year 3: Fall	Credits	Course
	3	ACC 226 - Cost Accounting
	3	Elective BUS 115 - Introduction to Business CIS 155 - PC Spreadsheet Concepts: Excel INV 115 - Investments/Stocks & Bonds* MAN 128 - Human Relations in Organizations MAR 106 - Marketing Your Image MAR 160 - Customer Service



61 Credits

Year 3: Spring	Credits	Course
	3	ACC 235 - Computerized Accounting for Small Businesses
	3	ACC 287 - Cooperative Education