Academic Plan - Certificate Accounting Clerk

**Catalog Year: 2019/2020**

**Total Credits:16**

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.

# Major Course

3 Credits, ACC 115 - Payroll Accounting, available fall spring

3 Credits, BUS 115 - Introduction to Business, available fall spring summer

3 Credits, CIS 155 - PC Spreadsheet Concepts: Excel, available fall spring summer

4 Credits, ACC 121 - Accounting Principles I, 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

Pre-Requisite: ACC 121 - Accounting Principles I (or waiver with instructor permission)

CIS 155 - PC Spreadsheet Concepts: Excel

Pre-Requisite: Students must have Windows file management skills to create file folders, rename files, delete

# 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 (form available at 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

4 Credits, ACC 121 - Accounting Principles I

3 Credits, BUS 115 - Introduction to Business

3 Credits, CIS 155 - PC Spreadsheet Concepts: Excel

3 Credits, Elective

# RECOMMENDED COURSE SEQUENCE PART-TIME TRACK

## Year 1: Fall

4 Credits, ACC 121 - Accounting Principles I

3 Credits, BUS 115 - Introduction to Business

3 Credits, Elective

## Year 1: Spring

3 Credits, ACC 115 - Payroll Accounting

3 Credits, CIS 155 - PC Spreadsheet Concepts: Excel