



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.

Required Courses	Credits	Pre or Co Reqs Rqd	Course Availability		
			Fall	Spr	Sum
<b>Major Course</b>					
• 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"/>
• BUS 115 - Introduction to Business	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• CIS 155 - PC Spreadsheet Concepts: Excel	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Additional Required Courses</b>					
• 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)

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 CIS, FIN, 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](mailto: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](http://www.arapahoe.edu/graduation)) by the deadline and meet all degree requirements.



16 Credits

RECOMMENDED COURSE SEQUENCE FULL-TIME TRACK

Year 1: Fall	Credits	Course
	3	ACC 115 - Payroll Accounting
	4	ACC 121 - Accounting Principles I
	3	BUS 115 - Introduction to Business
	3	CIS 155 - PC Spreadsheet Concepts: Excel
	3	Elective
		~Recommended Elective(s)~
		CIS 118 - Intro to PC Applications
		FIN 101 - Introduction to Finance*
		MAR 106 - Marketing Your Image



16 Credits

RECOMMENDED COURSE SEQUENCE PART-TIME TRACK

Year 1: Fall	Credits	Course
	4	ACC 121 - Accounting Principles I
	3	BUS 115 - Introduction to Business
	3	Elective
		~Recommended Elective(s)~
		CIS 118 - Intro to PC Applications
		FIN 101 - Introduction to Finance*
		MAR 106 - Marketing Your Image
Year 1: Spring	Credits	Course
	3	ACC 115 - Payroll Accounting
	3	CIS 155 - PC Spreadsheet Concepts: Excel