Academic Plan - Certificate Bookkeeping Clerk

**Catalog Year: 2019/2020**

**Total Credits:29**

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.

# Major Course

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

3 Credits, ACC 135 - Spreadsheet Applications for Accounting, available fall spring

3 Credits, ACC 235 - Computerized Accounting for Small Businesses, available spring

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

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

4 Credits, ACC 122 - Accounting Principles II, 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)

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 235 - Computerized Accounting for Small Businesses

Pre-Requisite: ACC 122 - Accounting Principles II

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 ACC, BTE, BUS, CIS, FIN, MAN, or MAR.

Course availability is subject to change.

Refer to 19/20 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 (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

## Year 1: Spring

4 Credits, ACC 122 - Accounting Principles II

3 Credits, ACC 135 - Spreadsheet Applications for Accounting

3 Credits, ACC 235 - Computerized Accounting for Small Businesses

3 Credits, BUS 217 - Business Communication & Report Writing

# RECOMMENDED COURSE SEQUENCE PART-TIME TRACK

## Year 1: Fall

4 Credits, ACC 121 - Accounting Principles I

3 Credits, CIS 155 - PC Spreadsheet Concepts: Excel

## Year 1: Spring

3 Credits, ACC 115 - Payroll Accounting

3 Credits, BUS 115 - Introduction to Business

3 Credits, Elective

## Year 2: Fall

4 Credits, ACC 122 - Accounting Principles II

3 Credits, ACC 135 - Spreadsheet Applications for Accounting

## Year 2: Spring

3 Credits, ACC 235 - Computerized Accounting for Small Businesses

3 Credits, BUS 217 - Business Communication & Report Writing