

Associate of Applied Science: Accounting The Accounting program provides you with entry-level skills in the field of accounting. Graduates will be prepared for employment as bookkeepers, accounting paraprofessionals, accounting assistants, and computer accounting assistants in public accounting, industry and government. If you are currently employed, the degree offers the opportunity for job upgrading. If you wish to transfer, consider the Associate of Arts: Business Emphasis program.

The program offers you the opportunity to develop a mixture of basic communication and mathematics skills, technical accounting and computer skills, and basic business skills necessary to succeed in a business world that increasingly relies on information processing communication.

The program also provides the technical skills necessary to prepare students for testing required for the American Institute of Professional Bookkeepers' (AIPB) Certified Bookkeeper (CB) designation; and for testing required for designation as an Accredited Tax Preparer® (ATP), Accredited Tax Advisor® (ATA), or Accredited Business Accountant® (ABA) conferred by the Accreditation Council for Accountancy and Taxation. The program also provides the accounting and business courses required to satisfy that portion of the education requirement in Colorado for the Certified Public Accountant examination administered by the American Institute of CPAs.

Students must demonstrate college-level proficiency in reading, writing, and mathematics as prerequisites for courses within this program. Your skills in these areas may affect the sequence of courses in which you can enroll and may also extend the time required to complete this program. For more details see Academic Placement and Testing section.

Graduates of the program will receive an Associate of Applied Science Degree in Accounting. The Accounting Degree is offered at all campuses. For a description of the courses, see the section on Courses. Following is a suggested sequence of courses. Accounting electives are listed under the certificate program. See your advisor for the suggested sequence of courses.

General Education Requirements (12-13 credits)

_____	🔒	ENG 121 English Composition I	3
_____	🔒	MAT 121 College Algebra	4
	OR		
_____	*	BUS 226 Business Statistics	(3)
_____	*	CIS 118 Introduction to PC Applications	3
_____	*	COM 115 Public Speaking	3
			12-13

Program Requirements (48 credits)

_____	*	ACC 121 Accounting Principles I	4
_____	*	ACC 122 Accounting Principles II	4
_____		ACC 131 Income Tax	3
_____		ACC 235 Computerized Accounting for Small Businesses	3
_____		ACC ___ Accounting Electives	16
_____	*	BUS 115 Introduction to Business	3
_____	*	BUS 216 Legal Environment of Business	3
_____	*	BUS 217 Business Communication and Report Writing	3
_____		CIS 155 PC Spreadsheet Concepts	3
	OR		
_____		ACC 135 Spreadsheet Applications for Accounting	(3)
_____	🔒	ECO 201 Principles of Macroeconomics	3
_____	🔒	ECO 202 Principles of Microeconomics	3
			48

Minimum Credit Hours Required _____ **60-61**
Minimum Contact hours Required _____ **900-915**

Certificate: Accounting In one year, the Accounting Certificate provides you with entry-level skills as an accounting clerk or bookkeeper. For a student who is currently employed, the certificate program provides an opportunity for job upgrading. This certificate will prepare students for the American Institute of Professional Bookkeepers (AIPB) certification.

Students must demonstrate college-level proficiency in reading, writing and mathematics before entering this program. Skills in these areas may affect the sequence of courses in which students can enroll and may also extend the time required to complete this program. For more details see Academic Placement and Testing section.

Graduates of the program will receive a Certificate of Occupational Proficiency in Accounting.

The Accounting Certificate is offered at all campuses. Following is a suggested sequence of courses. For a description of the courses, see the section on Courses. See your advisor to develop a personalized schedule.

_____	🔒	ENG 121 English Composition I	3
_____		MAT 107 Career Math	3
	OR		
_____	🔒	MAT 121 College Algebra	(4)
	OR		
_____	*	BUS 226 Business Statistics	(3)
_____	*	CIS 118 Introduction to PC Applications	3
_____	*	ACC 121 Accounting Principles I	4
_____	*	ACC 122 Accounting Principles II	4
_____		ACC 235 Computerized Accounting for Small Businesses	3
_____		ACC ___ Accounting Electives	9
_____		CIS 155 PC Spreadsheet Concepts	3
	OR		
_____		ACC 135 Spreadsheet Applications for Accounting	(3)
_____	*	BUS 217 Business Communication and Report Writing	3

Minimum Credit Hours Required _____ **35-36**
Minimum Contact hours required _____ **525**

Accounting Electives for Certificate and Degree

_____		ACC 115 Payroll Accounting	3
_____		ACC 131 Income Tax	3
_____		ACC 138 Payroll and Sales Tax	3
_____		ACC 175 Special Topics	3
_____		ACC 211 Intermediate Accounting I	4
_____		ACC 212 Intermediate Accounting II	4
_____		ACC 215 Introduction to Accounting Information Systems & E-Business	3
_____		ACC 216 Governmental & Not-for-Profit Accounting	3
_____		ACC 226 Cost Accounting	3
_____	*	ACC 231 Business Taxation	3
_____		ACC 232 Auditing	3
_____		ACC 275 Special Topics	3
_____		ACC 287 Cooperative Education	3
_____		ACC 294 Service Learning	3
_____		MAN225 Managerial Finance	3