

CU DENVER **BUSINESS** SCHOOL

# Accounting Student Guidebook



University of Colorado **Denver**

# Welcome to the Accounting Department at the University of Colorado Denver



The Accounting faculty and Business School staff are excited to have you on our campus. Accounting professionals are constantly adapting to new rules and regulations and using ever-improving technology to interpret numbers, tackle complex problems and communicate information to investors, creditors, managers and other decision makers. We are here to help you master these skills in order to develop a keen insight into how businesses work. Accounting knowledge is always in demand. With your accounting degree from the CU Denver Business School, you will be, too!

A major priority of our Accounting department is to place students in challenging and rewarding business careers that will utilize their accounting degree. The path to job placement begins well-before graduation so it is never too early to start planning. We have created this guidebook as a resource to reference during your time at CU Denver. Whether you are pursuing a Bachelor's degree and/or a Master's of Science in Accounting or Taxation, the information contained in this guidebook will help you make informed decisions about your future.

The Accounting faculty, Graduate and Undergraduate Advisors and Business Career Connections are here to guide you along your path to a fulfilling career in accounting. Please feel free to contact me if you would like further information.

**Mary Malina**

Associate Professor

Director of Accounting

[mary.malina@ucdenver.edu](mailto:mary.malina@ucdenver.edu)

(303) 315-8464

# Accounting Career Paths

Curious about different career paths for accounting graduates? Wondering which path is a good fit with your career and lifestyle goals? Although opportunities in accounting are diverse, below is a quick summary of the main career paths for accounting graduates.

## Corporate Accounting

Corporate accounting, also known as industry or managerial accounting, encompasses financial reporting, cost accounting, financial planning and analysis, internal auditing and tax. Whether a small family-owned business or a Fortune 500 company, every organization requires accountants to assist with the accounting and financial services that are the backbone of any organization. Working as a corporate accountant provides the opportunity to contribute to the successful operations of the business and to observe practices within an industry. The wide variety of options available in corporate accounting provide the opportunity to experience many different roles within the same organization.



CU Denver's accounting programs leverage our unique location in the city of Denver to connect students with the business community, allowing you to explore career opportunities formally through internships, as well as informally at various events hosted by student organizations and local communities.

- Jenna Burke, Assistant Professor of Accounting

### Typical Accounting Certifications in Corporate Accounting

**CPA** — Certified Public Accountant

**CMA** — Certified Management Accountant

**CIA** — Certified Internal Auditor

For more information on corporate accounting careers, visit the AICPA website:

[aicpa.org/career/careerpaths/corporateaccounting](https://aicpa.org/career/careerpaths/corporateaccounting)

## Government and Not-for-Profit Accounting

Government accounting is essential for transparency and efficiency. Accountants working in government manage budgets, expenses and revenues at the federal, state, county and city levels for organizations such as the military, law enforcement and public schools. Not-for-profit organizations employ accountants to make sure the organizational mission and financial affairs are well run.

### Typical Accounting Certifications in Government and Not-for-Profit Accounting

**CPA** — Certified Public Accountant

**CMA** — Certified Management Accountant

**CGFM** — Certified Government Financial Manager

**CPFO** — Certified Public Finance Officer

**CGAP** — Certified Government Auditing Professional

For more information on government and not-for-profit accounting careers, visit the AICPA website at

[aicpa.org/career/careerpaths/government](https://aicpa.org/career/careerpaths/government) or [aicpa.org/career/careerpaths/nonprofit](https://aicpa.org/career/careerpaths/nonprofit).

## Public Accounting

Public Accounting firms provide accounting services including audit, tax, and advisory/consulting. Accountants working in audit services review and test the systems, records and accounts of clients to form an opinion on the fair presentation of financials for statement users. Accountants working in tax services complete federal and/or state tax returns for clients as well as provide tax planning services. In advisory/consulting services, accountants provide advice to clients on their financial investments and work directly with clients to increase efficiency while reducing costs. The services provided by public accounting firms are in high demand. Therefore, public accounting firms are continuously seeking accounting graduates. Public accounting is challenging and rewarding work, and provides dynamic and diverse experiences. Public accounting experience is a springboard for many corporate management positions.

### Typical Accounting Certifications in Public Accounting

**CPA** — Certified Public Accountant

**CISA** — Certified Information Systems Auditor

**CIA** — Certified Internal Auditor

For more information on public accounting careers, visit the AICPA website:

[aicpa.org/career/careerpaths/publicaccounting](https://aicpa.org/career/careerpaths/publicaccounting)

## Guidance by Year

It's never too early to start laying the groundwork for a successful career in accounting. Whether you're joining the CU Denver accounting department as a freshman, as a transfer student or as a graduate student, below you will find helpful guidance to consider along your academic journey.



### Freshman/Sophomore

**Meet with your advisor** to map out your degree plan. Call (303) 315-8110 to set up a phone or office appointment.

**Visit Business Career Connections (BCC)** on the 4<sup>th</sup> floor of the Business Building to identify and assess career opportunities and to start building your resume and LinkedIn profile. Contact BCC: [bcc@ucdenver.edu](mailto:bcc@ucdenver.edu).

**Sign up for Handshake** (CU Denver's Career, Jobs, and Event Information): [ucdenver.joinhandshake.com/login](https://ucdenver.joinhandshake.com/login).

**Learn what is needed for a successful accounting career** by utilizing the resources provided in this

guidebook, attending Accounting department events and attending the numerous Beta Alpha Psi (BAP) meetings that are open to all students.

**Apply for scholarships:** [ucdenver.academicworks.com/](https://ucdenver.academicworks.com/).

**Connect regularly with your advisor** through scheduled appointments or by email: [undergrad.advising@ucdenver.edu](mailto:undergrad.advising@ucdenver.edu).





## Junior

If you are a transfer student, **meet with your advisor to map out your degree plan**. Call (303) 315-8110 to set up a phone or office appointment.

**Complete internship training** through either a BCC Career Essentials Workshop [business.ucdenver.edu/bcc](https://business.ucdenver.edu/bcc) or the Experiential Learning Center [ucdenver.edu/life/services/ExperientialLearning](https://ucdenver.edu/life/services/ExperientialLearning).

After completing the training, you will be able to **apply for internships on Handshake**.

**Join Beta Alpha Psi (BAP)** and other student organizations. If you do not join BAP, then attend the numerous BAP meetings that are open to all students.

**Start building a professional network** by attending *Meet the Firms* in the fall and spring semesters, Business School Career Fairs and Accounting department events.

**Apply for Summer Leadership Programs (SLPs)** and attend all SLPs to which you are invited.

**Interview for internships** early in the fall semester.

**Complete internships** during spring, summer or fall. Multiple internships are encouraged.

**Make a plan** to successfully complete the 150-hour requirement for CPA licensure.

**Meet with your advisor** to discuss applying for the 4+1 program. The 4+1 program allows a seamless transition from the CU Denver undergraduate Accounting program to either the MS-ACCT or MS-TAX program. Students with a 3.0 GPA in the Intermediate series (ACCT 3220, 3230 and 3320) can request a waiver of the GMAT exam. For more information about the 4+1 program, contact [courtney.burkett@ucdenver.edu](mailto:courtney.burkett@ucdenver.edu).

If you choose to pursue a graduate degree outside of CU Denver, **plan for when you will take the GMAT exam**.

**Apply for scholarships:** [ucdenver.academicworks.com/](https://ucdenver.academicworks.com/).

**Connect regularly with your advisor** through scheduled appointments or by email: [undergrad.advising@ucdenver.edu](mailto:undergrad.advising@ucdenver.edu).



## Senior

**Meet with your advisor** to make sure you are on track to graduate. Call (303) 315-8110 to set up a phone or office appointment.

**Be actively involved in Beta Alpha Psi (BAP)** and/or other student organizations by becoming an officer or joining committees. If you do not join BAP, then attend the numerous BAP meetings that are open to all students.

**Continue building a professional network** by attending *Meet the Firms* in the fall and spring semesters, Business School Career Fairs and Accounting department events.

**Interview for internships** early in the fall semester.

**Apply for Summer Leadership Programs (SLPs)** and attend all SLPs to which you are invited.

**Complete internships** during spring, summer or fall. Multiple internships are encouraged.

**Plan for when you will take the CPA exam.** Many students choose to take the exam while completing their MS-ACCT or MS-TAX degree.

**Apply for scholarships:** [ucdenver.academicworks.com/](https://ucdenver.academicworks.com/).

**Connect regularly with your advisor** through scheduled appointments or by email, [undergrad.advising@ucdenver.edu](mailto:undergrad.advising@ucdenver.edu).



## Graduate

**Meet with your advisor** to map out your graduate degree plan. Call (303) 315-8110 to set up a phone or office appointment.

**Make a plan** to successfully complete the 150-hour requirement for CPA licensure. If your undergraduate degree is not in accounting or business, be sure to contact [accounting.cpa@ucdenver.edu](mailto:accounting.cpa@ucdenver.edu) for help in mapping your prior education to CPA licensure requirements.

**Join Beta Alpha Psi (BAP)** and other student organizations. If you do not join BAP, then attend the numerous BAP meetings that are open to all students.

**Apply for Summer Leadership Programs (SLPs)** and attend all SLPs to which you are invited.

**Interview for internships** during spring, summer or fall.

**Complete internships** during spring, summer or fall. Multiple internships are encouraged.

**Continue building a professional network** by attending *Meet the Firms* in the fall and spring semesters, Business School Career Fairs and Accounting department events.

**Make a plan for when you will take the CPA exam.** Many students choose to take the exam while completing their MS-ACCT or MS-TAX degree.

**Apply for scholarships:** [ucdenver.academicworks.com/](https://ucdenver.academicworks.com/).

**Connect regularly with your advisor** through scheduled appointments or by email: [grad.advising@ucdenver.edu](mailto:grad.advising@ucdenver.edu).





## A Guide to Undergraduate Accounting Courses

While it is critical to meet with your advisor to map out your degree plan, below is information on accounting courses that will help guide your path to graduation.

**ACCT 3220** Intermediate Financial Accounting I  
*Fall and Spring*

**ACCT 3230** Intermediate Financial Accounting II  
*Fall and Spring*

**ACCT 3320** Intermediate Cost Accounting  
*Fall and Spring*

**ACCT 4054** Accounting Information Systems  
*Fall and Spring*

**ACCT 4410** Fundamentals of Federal Income Tax  
*Fall and Spring*

**ACCT 4620** Auditing Theory  
*Fall and Spring*

*Some of these courses may be offered during the summer. It is **vital** to take these courses following a logical progression (see next page)*

### Suggested Accounting Electives for CPA Exam Content Coverage

**ACCT 4240** Advanced Financial Accounting  
*Fall and Spring*



Business Career Connections helps students prepare for careers in accounting. This preparation, from resumes to interview prep to compensation negotiation, can make a real difference in getting noticed and hired by great employers. The accounting recruiting process is different from all other disciplines and understanding how it works is critical to success. Come see us sooner rather than later or contact us: [bcc@ucdenver.edu](mailto:bcc@ucdenver.edu)

– Sue Wyman,  
Director BCC

**ACCT 4370** International Accounting  
*Summer*

**ACCT 4420** Taxation of Business Entities  
*Spring and Summer*

**ACCT 4800** Accounting for Government & Nonprofits  
*Spring*

*Undergraduates should prioritize these courses if their goal is to sit for the CPA exam. Transfer students might not have room in their degree plans for more than one of these courses. Check with your advisor.*

### Accounting Courses Required for CPA Licensure in Colorado

**ACCT 6280** Accounting Ethics  
*Fall and Spring*

*and one of the following auditing courses*

**ACCT 6330** Fraud Auditing  
*Summer*

**ACCT 6620** Seminar: Auditing and Other Assurance Services  
*Fall and Spring*

*Undergraduates who wish to accumulate 150 credit hours without earning a MS-ACCT or MS-TAX degree may petition to take these courses. Check with your advisor. These are graduate courses, which are billed at a different tuition rate. Check the [Bursar's website](#) for more information.*





## Optimal Sequencing of Required Accounting Courses for Undergraduates

These outlines are the optimal sequencing of accounting courses. Since many courses build on each other, failing to take courses in the recommended sequence could delay your graduation.

### Sophomore Semester 1

**ACCT 2200** Financial Acct and Financial Statement Analysis  
*Prereq: MATH 1070 or MATH 1110 (min grade C-)*

**ACCT 4054** Accounting Information Systems  
*Prereq: ACCT 3220, (min grade C), ISMG 2050 (min grade C-)*

*It is **vital** to take ACCT 4054 directly following ACCT 3220 since it is a prerequisite for ACCT 4620 Auditing Theory. If you delay taking ACCT 4054, your graduation might be delayed.*

### Sophomore Semester 2

**ACCT 2220** Managerial Accounting and Professional Issues  
*Prereq: ACCT 2200 (min grade C-)*

### Junior Semester 1

**ACCT 3220** Intermediate Financial Accounting I  
*Prereq: ACCT 2220, BANA 2010 (min grade C-)*

**ACCT 3320** Intermediate Cost Accounting  
*Prereq: ACCT 2220, BANA 2010 (min grade C-)*

### Junior Semester 2

**ACCT 3230** Intermediate Financial Accounting II  
*Prereq: ACCT 3220 (min grade C)*



Scholarships are a hallmark of the Business School and are available to students in all academic areas. Though they can significantly reduce financial burden, they go way beyond tuition support alone. Recipients are often motivated to strive for academic excellence and they carry immense value when mentioned on a resume or in a job interview.

Enrico Leone,  
Academic Services

### Senior Semesters 1 and 2

**ACCT 4410** Fundamentals of Federal Income Tax  
*Prereq: ACCT 3220 (min grade C)*

**ACCT 4620** Auditing Theory *Prereq: ACCT 4054 (min grade C)*

*At least one Accounting elective:*

**ACCT 4240** Advanced Financial Accounting  
*Prereq: ACCT 3230 (min grade C)*

**ACCT 4370** International Accounting  
*Prereq: ACCT 3220 (min grade C)*

**ACCT 4420** Taxation of Business Entities  
*Prereq: ACCT 4410 (min grade C)*

**ACCT 4800** Accounting for Government & Nonprofits  
*Prereq: ACCT 3220 (min grade C)*

**ACCT 4520** Oil & Gas Accounting  
*Prereq: ACCT 3220 (min grade C)*



## Accounting Graduate Degrees

Whether you are considering CPA licensure or just looking to accelerate your accounting career, a Master's degree in Accounting or Taxation will help you achieve your goals. Both the MS Accounting and MS Taxation degrees require 30 credit hours of graduate work. As a current CU Denver accounting student, you can seamlessly transition from your undergraduate program into either graduate accounting program.

### What is the 4+1 Program?

The 4+1 program allows CU Denver students early admission into the MS Accounting or MS Taxation programs in their fourth or final year as an undergraduate. There are two benefits to our 4+1 program. First, CU Denver accounting students with a 3.0 or higher GPA in their undergraduate intermediate accounting series (ACCT 3220, ACCT 3230, and ACCT 3320) can be accepted into the program without taking the GMAT exam. Second, some students can take two graduate level courses in their senior year, with those six credit hours counting toward both the undergraduate and MS degrees. With the assistance of advisor Courtney Burkett ([courtney.burkett@ucdenver.edu](mailto:courtney.burkett@ucdenver.edu)), you can select two graduate accounting courses that will take the place of two undergraduate accounting courses.

### When should I apply to the 4+1 Program?

You should apply to the 4+1 program when you have one academic year remaining in your undergraduate degree. In addition, you must have successfully completed the intermediate accounting series (ACCT 3220, ACCT 3230, and ACCT 3320). Please contact advisor Courtney Burkett ([courtney.burkett@ucdenver.edu](mailto:courtney.burkett@ucdenver.edu)) for application details and deadlines.

### I'm a Senior about to graduate. Does that mean I can't pursue a graduate degree in Accounting at CU Denver?

No! While you might not be able to take advantage of the 4+1 program, you can still earn your MS degree with us. CU Denver accounting students with a 3.0 or higher GPA in their undergraduate accounting courses can be accepted into MS Accounting or MS Taxation without taking the GMAT exam.

### Do I have to finish my 4+1 degree in five years?

No. Many students complete the 30 credit hours of their MS degree in one calendar year (taking classes in Fall, Spring and Summer) while others choose to complete their degree at a slower pace.

### Will the two 4+1 courses double count toward the 150 credit hours required for CPA licensure?

No. Please contact advisor Courtney Burkett ([courtney.burkett@ucdenver.edu](mailto:courtney.burkett@ucdenver.edu)) to determine if you will benefit from taking the two graduate courses as an undergraduate.

### I want to pursue CPA licensure but want to take a break from school before I enroll in a graduate program. Is that a good idea?

While the idea of taking a break may sound appealing, statistics show that it's not a good idea. Even if you want to delay earning your graduate degree, you can sit for the CPA exam after 120 credit hours. We highly encourage you to take the CPA exam directly after completing your undergraduate degree. CPA exam pass rates steadily decline for every year after graduation.

Be intentional, bold, and uncomfortable, and find ways to meet people who will change your life professionally and personally. Create conversations and relationships to further your career.

Doug Slaybaugh,  
Member CU Denver  
Accounting Advisory Council



## A Guide to MS Accounting Courses

MS-ACCT students come from a wide variety of academic backgrounds. Therefore, it is critical to meet with your advisor to map out an individualized degree plan. Below is information on accounting courses that will guide your path to graduation.

*NOTE: The following may not apply to you if you were admitted under an older degree plan. Check with your advisor.*

### Prerequisites

**ACCT 6031** Intermediate Financial Accounting I  
*Fall and Spring*

**ACCT 6032** Intermediate Financial Accounting II  
*Fall and Spring*

**ACCT 6070** Intermediate Cost Accounting  
*Fall and Spring*

**ACCT 6140** Fundamentals of Federal Income Tax  
*Fall and Spring*

*Prerequisites do not count toward the required 30 credit hours for the MS-ACCT degree; graduate students may be able to take the accounting prerequisites at the undergraduate level. Check with your advisor.*

### MS Accounting Core

**ACCT 6054** Accounting Information Systems  
*Fall and Spring*

**ACCT 6020** Auditing Theory  
*Fall and Summer*

**ACCT 6150** Taxation of Business Entities  
*Spring and Summer*

**ACCT 6280** Accounting Ethics  
*Fall and Spring*

**ACCT 6024** Advanced Financial Accounting  
*Fall and Spring*

**ACCT 6250** Seminar: Financial Accounting  
*Fall and Spring*

**ACCT 6260** Seminar: Managerial Accounting  
*Fall and Spring*

**ACCT 6620** Seminar: Auditing and Other Assurance Services  
*Fall and Spring*

### MS Accounting Electives Suggested for CPA Exam Content Coverage

**ACCT 6080** Accounting for Government & Nonprofits  
*Spring*

**ACCT 6340** Financial Statement Analysis  
*Fall*

**ACCT 6370** International Accounting  
*Summer*

### Other MS Accounting Electives

**ACCT 6285** Accounting and Finance for Sustainability  
*Fall*

**ACCT 6330** Fraud Auditing  
*Summer*

**ACCT 6400** Taxation of C Corporations and Shareholders  
*Fall*

**ACCT 6410** Advanced Tax for Individuals  
*Spring*

**ACCT 6450** Tax Research  
*Fall*

**ACCT 6480** Partnership Taxation  
*Spring*

**ACCT 6520** Oil and Gas Accounting  
*Spring*

*Course scheduling decisions are subject to faculty availability and are subject to change.*





## Guide to MS Taxation Courses

Our MS-TAX students come from a wide variety of academic backgrounds. Therefore, it is critical to meet with your advisor to map out your individualized degree plan. Below is information on accounting courses that will help guide your path to graduation.

*The following might not apply for students under an older degree plan. Check with your advisor.*

### Prerequisites

**ACCT 6031** Intermediate Financial Accounting I  
*Fall and Spring*

**ACCT 6032** Intermediate Financial Accounting II  
*Fall and Spring*

**ACCT 6070** Intermediate Cost Accounting  
*Fall and Spring*

**ACCT 6140** Fundamentals of Federal Income Tax  
*Fall and Spring*

*Since the prerequisites do not count toward the 30 credit hours required for the MS-TAX degree, graduate students may be able to take the accounting prerequisites at the undergraduate level. Check with your advisor.*

### MS Taxation Core

**ACCT 6054** Accounting Information Systems  
*Fall and Spring*

**ACCT 6020** Auditing Theory  
*Fall and Summer*

**ACCT 6150** Taxation of Business Entities  
*Spring and Summer*

**ACCT 6280** Accounting Ethics  
*Fall and Spring*

**ACCT 6400** Taxation of C Corporations and Shareholders  
*Fall*

**ACCT 6410** Advanced Tax for Individuals  
*Spring*

**ACCT 6450** Tax Research  
*Fall*

**ACCT 6480** Partnership Taxation  
*Spring*

### MS Taxation Electives Suggested for CPA Exam Content Coverage

**ACCT 6024** Advanced Financial Accounting  
*Fall and Spring*

**ACCT 6080** Accounting for Government & Nonprofits  
*Spring*

**ACCT 6340** Financial Statement Analysis  
*Fall*

**ACCT 6370** International Accounting  
*Summer*

**ACCT 6620** Seminar: Auditing and Other Assurance Services  
*Fall and Spring*

### Other MS Taxation Electives

**ACCT 6250** Seminar: Financial Accounting  
*Fall and Spring*

**ACCT 6260** Seminar: Managerial Accounting  
*Fall and Spring*

**ACCT 6285** Accounting and Finance for Sustainability  
*Fall*

**ACCT 6330** Fraud Auditing  
*Summer*

**ACCT 6520** Oil and Gas Accounting  
*Spring*

*Course scheduling decisions are subject to faculty availability and are subject to change.*



## BETA ALPHA PSI – Theta Sigma Chapter

Beta Alpha Psi (BAP) is the premier professional business and financial information honorary organization that recognizes academic excellence and complements members' formal education by providing interaction and networking among students, faculty and professionals. The aim of BAP is to foster lifelong growth, service and ethical conduct.

There are numerous membership benefits including building a professional reputation, networking opportunities, employment opportunities and an enhanced university experience. While each of these benefits serves a unique objective, networking proves to be one of the greatest benefits provided by BAP. Networking with accounting professionals is the soundest way to secure a Summer Leadership Program, internship and career opportunities.

### Requirements for Membership:

**You are seeking a degree in business** with a declared emphasis in accounting, finance or information systems.

**You have completed two years** (60 credit hours) of collegiate business and non-business courses.

**You have completed**, or are currently enrolled in 3000-level courses.

**You have a cumulative GPA** in all courses of at least 3.0 or attained at least a 3.25 cumulative GPA in the most recent 30 semester hours.

Applications to join BAP are accepted during the beginning of both spring and fall semesters. For more information contact Carolyn Gleason, the CU Denver Chapter faculty advisor, at [carolyn.gleason@ucdenver.edu](mailto:carolyn.gleason@ucdenver.edu).



Beta Alpha Psi is a student organization designed to help students in three areas: professionalism, service, and networking. Meetings are primarily focused on professional development. Students regularly participate in service activities in the Business School, on the CU Denver campus and in the Denver community. All of these activities include the business community and are coupled with specific networking and recruiting events hosted by BAP.

Carolyn Gleason,  
Accounting Instructor



## Summer Leadership Programs and Internships

### What are Summer Leadership Programs (SLPs)?

Summer Leadership Programs are traditionally one to two-day programs hosted by individual public accounting firms. They are typically hosted in the firm's office where participants engage in activities with the firm's professionals to learn more about the industry, the firm, its culture and services.

### Why is it Important to Attend SLPs?

Networking is a crucial step to achieve success in accounting. By attending SLPs, students differentiate themselves from their peers by developing necessary relationships with accounting professionals. Successful completion of an SLP provides an advantage in securing an internship opportunity, which lends way to a full-time position. SLPs

I believe the opportunities provided through SLPs are invaluable. You can expand your network and build lasting relationships with a variety of people throughout the firms. I would recommend applying to as many SLPs as possible and learn as much as you can about each firm. The insight to a firm's culture is unmatched and makes choosing a firm considerably easier.

Kyrsha Wineinger,  
MS Accounting Alumni

serve as a unique way to grow as a professional, secure a spot within a firm and have an exciting, engaging experience. Every SLP is different and involvement in several (as many as possible) is encouraged.

### When do I apply for SLPs?

Recruiting for SLPs occurs primarily in the spring semester. Apply for SLPs as early as your Sophomore year. Graduate students can apply near the start of their MS-ACCT or MS-TAX program. For additional information regarding SLP opportunities contact Business Career Connections at [bcc@ucdenver.edu](mailto:bcc@ucdenver.edu).

### What are Internships?

While SLPs are unique to public accounting, internships are available in public accounting, corporate, government and non-profits.

Internships provide generous compensation and valuable work experience, and may result in full-time jobs after graduation. Also, students can earn academic credit from their internship experience (ACCT 3939/6939).





## Internships

### Busy Season Internships in Public Accounting

All internships provide valuable insight into the real-world, day-to-day practices of public accounting. However, the need for staff and abundance of work during busy season (typically January through April) make these internships ideal for employers and students. Busy season internships can be more indicative of what to expect as a full-time staff. If you choose to pursue an internship during

Internships offer an opportunity to experience the world of accounting, while getting paid. They are the best way to ensure a full-time offer upon graduation. During my internship I was able to connect with my future employer and their staff. My summer internship allowed me to work on several different types of engagements and decide if I felt the firm was a good fit for me.

Amanda Pajonk,  
MS Accounting Alumni

busy season, consider adjusting your course schedule such as taking classes online and/or over the summer.

### When do I apply for Internships?

Recruiting for internships occurs throughout the year, and many will be offered as a result of attending a SLP. Apply for internships during your Junior and/or Senior year. Graduate students can apply throughout their MS-ACCT or MS-Tax program. For additional information regarding internship opportunities, contact Business Career Connections at [bcc@ucdenver.edu](mailto:bcc@ucdenver.edu) or Paul Worthman of the Experiential Learning Center at [paul.worthman@ucdenver.edu](mailto:paul.worthman@ucdenver.edu).

### Public accounting process



### Corporate, government, and non-profit process





## The CPA Exam and Colorado CPA Licensure

The Certified Public Accountant (CPA) credential is the most prestigious and well-recognized credential in accounting. CPAs are always in high demand and they earn more and have more opportunities than their peers without CPA licenses. The first step to becoming a CPA is passing the Uniform CPA Examination. However, the CPA exam is just one of the four E's to CPA licensure – Education, Examination, Ethics and Experience.

Navigating the rules for CPA licensure can be daunting. The Department of Regulatory Agencies (DORA): Colorado State Board of Accountancy Rules are referenced throughout this section of the guidebook. See the full rules [colorado.gov/pacific/dora/accountancy-laws](https://colorado.gov/pacific/dora/accountancy-laws). This document includes a summary of the above rules and is not all encompassing. Be sure to familiarize yourself with the full rules to ensure you comply.

### Education Requirements to Take the CPA Exam

**120 semester credit hours** and completed Bachelor's degree

**27 semester credit hours** in Accounting (DORA: 2.4.A)

No duplication of courses

21 hours must be above the introductory level

3 hours must be in Auditing (covering U.S. GAAS)

Grade earned must be C or higher

**21 semester credit hours** in Business courses (DORA: 2.4.B)

No more than 6 hours can be in any single subject area

### Education Requirements for CPA Licensure in Colorado

**150 semester credit hours** (DORA: 2.5.A)

**33 semester credit hours** in Accounting (DORA: 2.5.B)

No duplication of courses

27 hours must be above the introductory level

6 hours must be in Auditing (3 hours covering U.S. GAAS)

3 hours must be in Accounting ethics

Grade earned must be C or higher

**27 semester credit hours** in Business courses (DORA: 2.5.C)

No more than 9 hours can be in any single subject area

The deciding body on what courses will or will not be accepted is the Colorado State Board of Accountancy, not CU Denver. It is your responsibility to ensure you meet the requirements for exam and licensure. CU Denver cannot advise you on courses taken at other institutions. If you have transfer credits or did not earn your undergraduate degree at CU Denver, you should seek guidance from your prior institution regarding those credits.

As mentioned previously, the rules and requirements for CPA licensure can be difficult to understand and apply to your particular background. In addition to this guidebook, there are numerous resources both within and outside CU Denver to help you ensure that you are well informed and prepared.

**For questions about a career as a CPA**, contact BCC at [bcc@ucdenver.edu](mailto:bcc@ucdenver.edu) or accounting faculty members.

**For questions about CU Denver coursework as it applies to CPA exam and licensure**, contact [accounting.cpa@ucdenver.edu](mailto:accounting.cpa@ucdenver.edu).

**For information on CPA licensure**, visit [thiswaytocpa.com](https://thiswaytocpa.com) or [nasba.org/exams/cpaexam/Colorado](https://nasba.org/exams/cpaexam/Colorado)



## Concluding Remarks and Advice

**Practice professionalism.** This applies not only for interactions with recruiters and accounting professionals, but also for faculty, staff and fellow students. Communicating professionally (e.g. no text language in emails) is essential for success and should be practiced throughout your academic career.

**Regularly check your CU Denver email account** for important emails from advising, BCC, the Accounting department, etc. Provide email responses in a timely manner.

**Connect with Accounting faculty** for valuable industry information, career guidance, recruiting advice and other forms of mentorship.

**If you are an international student, utilize the services offered by the CU Denver Office of International Affairs.** They can be reached at [internationalaffairs@ucdenver.edu](mailto:internationalaffairs@ucdenver.edu) or [ucdenver.edu/academics/internationalprograms](http://ucdenver.edu/academics/internationalprograms).

**“Dress for your day” is a common policy for public accounting firms.** Use discretion when deciding on attire

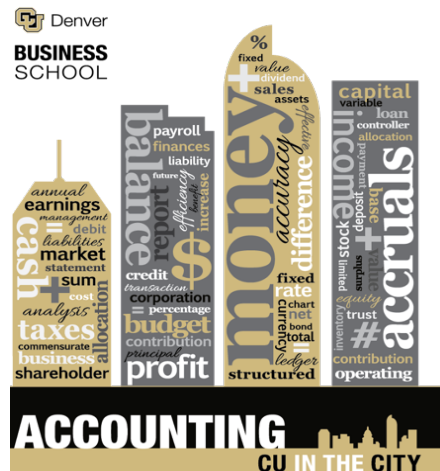
and follow dress codes provided for individual events. When in doubt, over dress!

**Always look for networking and recruiting opportunities.** Building a professional network is essential to succeed in the accounting profession. Do not underestimate the importance of connecting with recruiters and professionals.

**Write “thank you” notes to all interviewers, recruiters and professionals involved in the recruiting process.** An email is acceptable, but a handwritten note is more impactful.

**Remember, this is a challenging program and there are resources available to ensure success.** Ask as many questions as it takes to find the information you need to succeed. CU Denver provides a unique opportunity to access some of the greatest businesses in Denver with its central location. All of the faculty and staff are here to assist you in tapping into all of the resources the university has and opportunities the city has to offer.





## Accounting CU DENVER BUSINESS SCHOOL

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