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| **Student Name (First Last):**       **Staff Initials:**       **Date:**       |
| Accounting Bookkeeping Clerk  |
| Certificate |
| **Admissions Date:** Fall and Spring quarters or by Instructor permission. |
| **Contact email:** lucy.dorum@cptc.edu **Program Counselor:** carolyn.vanbeek@cptc.edu |
| **Prerequisites:** Successful completion of MAT 094 or equivalent, ENG 91 or equivalent. Computer Literacy course required. Recommended that students take CAS 121 (preferred) or CAS 115 or instructor permission. **All courses must be complete with a “C” grade to graduate.** |
| **NOTE: This is the schedule for a typical student. The pace and sequence may vary for individual students.** |
| ***\*Indicates a course appropriate for a first-quarter student*** |
| Technical Program Courses | **Credits** | **Quarter Taken** |
| Qtr. 1**Fall/Spring** | COLL 102 College Success for All\****Offered every quarter*** | 3 |       |
|  ACTG 110 Bookkeeping I\* **(Computer Literacy course required. Recommended CAS 121 (preferred) or CAS115)** | 4 |       |
|  ACTG 115 Bookkeeping II\* | 4 |       |
| ACTG 120 Electronic Business Math | 2 |       |
|  ACTG 135 Accounting Spreadsheets I\* **(Computer Literacy course required. Recommended** **CAS 121 (preferred) or CAS 115)** | 5 |       |
| Qtr. 2 |  ACTG 141 Quickbooks I *(pre-requisite ACTG 110 and ACTG 135 or instructor permission)*4 | 2 |       |
|  ACTG 143 Quickbooks II | 3 |       |
|  ACCT& 201 Principles of Accounting I *(pre-requisite ACTG 115 or instructor permission)*4 | 5 |       |
|  ACTG 211 Principles of Accounting I Lab *(pre-requisite ACTG 135 or instructor permission)*5 | 2 |       |
| Qtr. 3 |  ACTG 137 Accounting Digital Office | 3 |       |
|  ACTG 160 Payroll & Business Taxes *(Online ONLY) (pre-requisite ACTG 115 or instructor permission)* | 5 |       |
| ***Total Credits for Completion*** | ***38*** |  |
| Identify additional preparatory math or English courses you may need to take: If placement scores are below English 91 and/or Math 92, contact the Adult Basic Education (ABE) for classes, Building 10 (253) 589-5702 |
| **Developmental Math** |  |  |
| * MAT 092 Pre-Algebra
 | 5 |       |
| **Developmental English** |  |  |
| * ENG 091 Basic Reading & Writing
 | 5 |       |
| Quarterly Self Planning Grid |
| **Quarter 1** | **Quarter 2** | **Quarter 3** | **Quarter 4** |
| Class:       | Class:       | Class:       | Class:       |
| Class:       | Class:       | Class:       | Class:       |
| Class:       | Class:       | Class:       | Class:       |
| Class:       | Class:       | Class:       | Class:       |
| **Notes:**       |

***\*Please check in periodically with Advising and Counseling regarding any potential changes to program course requirements.***