|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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.***