

Student Name: (First, Last):	Student EMPL #:	Date:
------------------------------	-----------------	-------

Total Units: 97	Total Cost: www.cptc.edu/feelist	Target Start Date:	Target Grad. Date:	Staff Initials:
---------------------------	--	---------------------------	---------------------------	------------------------

Important Information For Educational Planning

- **Program Enrollment Requirements:** Successful completion of MAT 092 and ENG 091 or equivalent or instructor’s permission. Working knowledge of computer literacy to include file management, cloud storage, browsers, and search engines recommended.
- **Program Starts:** Fall and Spring Terms or Instructor permission.
- **Program class times:** Mon-Fri. 9:00am-12:00pm specific course times may vary with this period.
- **All courses must be complete with a “C” grade to graduate**
- **This Degree could lead to a BAS degree at CPTC.**

Program Courses		Units	Status	Total Term Units
Term 1 FALL	ACTG 110 Bookkeeping 1* (Pre-Req: successful completion of MAT 94 or successful completion of ENG 91 or equivalent placement)	4		21
	ACTG 115 Bookkeeping II*	4		
	ACTG 135 Accounting Spreadsheets I*	5		
	MATH& 141 Precalculus I, or MATH& 146 Intro to Statistics -Preferred Or MATH&107 Math in Society	5		
	COLL 102 College Success for All	3		
Term 2 WINTER	ACTG 145 Quickbooks	5		17
	ACTG 160 Payroll & Business Taxes	5		
	ACCT& 201 Principles of Accounting I	5		
	ACTG 211 Principles of Accounting I Lab	2		
Term 3 SPRING	ACCT&202 Principles of Accounting II	5		18
	ACTG 212 Principles of Accounting II Lab	3		
	ACTG 224 Fundamentals of Government/Nonprofit Accounting	5		
	ENGL& 101 English Composition I	5		
Term 4 SUMMER	ACCT& 203 Principles of Accounting III	5		13
	ACTG 137 Accounting Digital Office	3		
	PSYC& 100 General Psychology or SOC&101 Intro to Sociology	5		
Term 5 FALL	ACTG 260 Business Office I	5		13
	ACTG 291 Individual Income Tax Accounting	5		
	ACTG 294 Individual Income Tax Accounting Lab	3		
Term 6 WINTER	BUS& 201 Business Law	5		15
	ACTG 262 ^{CAP} Business Office II	5		
	2nd Social Science, science, or humanities (see list below) Soc& 101 preferred	5		

Status Key: X=Completed course, TR= Transferred course, IP= In Progress **Note:** Unit=Credit

Continued page 2

General Education Elective: Social Science, Science or Humanities Options choose one from the following):

ART& 100 -or -ASL& 121, ASL& 122, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, BIOL& 260, CHEM& 110, CHEM& 121, CHEM& 131, CMST& 220, GEOL& 110, HUM& 101, MUSC& 105, PHYS& 114, POLS& 202, PSYC& 100, PSYC& 200, PSYC& 220, **SOC& 101 (preferred)**, or another transferable course.

Math	Student Placement
Adult Basic Education (ABE Math) contact Transitional Studies Dept. Bldg. 10 (253) 589-5702	<input type="checkbox"/>
MATH& 146/MATSI 146 Intro. To Statistics w/ supplemental Instruction (8 Units)	<input type="checkbox"/>
Stand Alone: MAT 107 Math in Society OR MATH 141 Precalculus I OR MATH& 146 Intro. To Statistics (5 Units)	<input type="checkbox"/>

English	Student Placement
Adult Basic Education (ABE English) contact Transitional Studies Dept. Bldg. 10 (253) 589-5702	<input type="checkbox"/>
ENGL& 101/ENSI 101 English Composition w/ supplemental Instruction (8 Units)	<input type="checkbox"/>
Stand Alone (choose one): ENGL& 101 English Composition (5 Units)	<input type="checkbox"/>

Individualized Program Map			
Class:	Class:	Class:	Class:
Class:	Class:	Class:	Class:
Class:	Class:	Class:	Class:
Class:	Class:	Class:	Class:
Class:	Class:	Class:	Class:
Class:	Class:	Class:	Class:
Class:	Class:	Class:	Class:
Class:	Class:	Class:	Class:
Class:	Class:	Class:	Class:

Program Instructor: Suzanne Cooke **email:** Suzanne.cooke@cptc.edu

Program Counselor: Carrie Van Beek **email:** carolyn.vanbeek@cptc.edu

Transferring Course Work into CPTC: www.cptc.edu/transfer-to **Email Contact** evaluator@cptc.edu

Graduation Application: www.cptc.edu/enrollment-services >Transcripts & Graduation >Degree/Certificate Application. Graduation Ceremony Information (Commencement) > Graduation Info

Career Outlook sites: www.onetonline.org www.worksourcewa.com

Notes: