

Student Name: (First, Last):	Student EMPL #:	Date:
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<b>Total Units:</b> 97	<b>Total Cost:</b> <a href="http://www.cptc.edu/feelists">www.cptc.edu/feelists</a>	<b>Target Start Date:</b>	<b>Target Grad. Date:</b>	<b>Staff Initials:</b>
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**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
<b>Term 1</b> SPRING	ACTG 110 Bookkeeping 1* (Pre-Req: successful completion of MAT 94 or successful completion of ENG 91 or equivalent placement)	4		<b>21</b>
	ACTG 115 Bookkeeping II*	4		
	ACTG 135 Accounting Spreadsheets I*	5		
	<b>MATH&amp; 141 Precalculus I, or MATH&amp; 146 Intro to Statistics – Preferred</b> Or MATH&107 Math in Society	5		
	<b>COLL 102 College Success for All</b>	3		
<b>Term 2</b> SUMMER	ACTG 145 Quickbooks	5		<b>12</b>
	ACCT& 201 Principles of Accounting I	5		
	ACTG 211 Principles of Accounting I Lab	2		
<b>Term 3</b> FALL	ACCT&202 Principles of Accounting II	5		<b>21</b>
	ACTG 212 Principles of Accounting II Lab	3		
	ACTG 291 Individual Income Tax Accounting	5		
	ACTG 294 Individual Income Tax Accounting Lab	3		
	<b>ENGL&amp; 101 English Composition I</b>	5		
<b>Term 4</b> WINTER	ACCT& 203 Principles of Accounting III	5		<b>13</b>
	ACTG 137 Accounting Digital Office	3		
	ACTG 160 Payroll & Business Taxes	5		
<b>Term 5</b> SPRING	ACTG 224 Fundamentals of Government/Nonprofit Accounting	5		<b>15</b>
	ACTG 260 Business office I	5		
	<b>PSYC&amp; 100 General Psychology or Soc&amp; 101 Intro to Sociology</b>	5		
<b>Term 6</b> SUMMER	BUS& 201 Business Law	5		<b>15</b>
	ACTG 262 <sup>CAP</sup> Business Office II	5		
	<b>2<sup>nd</sup> Social Science, science, or humanities (see list below) Soc&amp; 101 preferred</b>	5		

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

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**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"/>
<b>Stand Alone:</b> MAT 107 Math in Society <b>OR</b> MATH 141 Precalculus I <b>OR</b> 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"/>
<b>Stand Alone (choose one):</b> 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:
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**Program Instructor:** Susanne Cooke    **email:** [Suzanne.cooke@cptc.edu](mailto:Suzanne.cooke@cptc.edu)

**Program Counselor:** Carrie Van Beek **email:** [carolyn.vanbeek@cptc.edu](mailto:carolyn.vanbeek@cptc.edu)

**Transferring Course Work into CPTC:** [www.cptc.edu/transfer-to](http://www.cptc.edu/transfer-to)    **Email Contact** [evaluator@cptc.edu](mailto:evaluator@cptc.edu)

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

**Career Outlook sites:** [www.onetonline.org](http://www.onetonline.org)    [www.worksourcewa.com](http://www.worksourcewa.com)

**Notes:**