

Student Name: (First, Last):	Student EMPL #:	Date:
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Total Units: 92	Total Cost: www.cptc.edu/feelists	Target Start Date:	Target Grad. Date:	Staff Initials:
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Important Information For Educational Planning

Prerequisites: 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 by instructor permission
- **Program class times:** Mon-Fri. 9:00am-12:00pm specific course times may vary with this period.
- **All courses must be completed 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 SPRING	ACTG 110 Bookkeeping I* * (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		
	MAT 103 Business Math	5		
	COLL 102 College Success for All	3		
Term 2 SUMMER	ACTG 145 Quickbooks	5		12
	ACCT& 201 Principles of Accounting I	5		
	ACTG 211 Principles of Accounting I Lab	2		
Term 3 FALL	ACCT&202 Principles of Accounting II	5		21
	ACTG 212 Principles of Accounting II Lab	3		
	ACTG 291 Individual Income Tax Accounting	5		
	ACTG 294 Individual Income Tax Accounting Lab	3		
	ENGL& 101 English Composition I, or CMST& 220 Public Speaking	5		
Term 4 WINTER	ACCT& 203 Principles of Accounting III	5		13
	ACTG 137 Accounting Digital Office	3		
	ACTG 160 Payroll & Business Taxes	5		
Term 5 SPRING	ACTG 260 Business Office I	5		15
	ACTG 224 Fundamentals of Government/Nonprofit Accounting (live spring term/online other terms)	5		
	PSYC& 100 General Psychology, or PSYC 112 Psychology of the Workplace, or SOC&101 Intro to Sociology	5		
Term 6 SUMMER	BUS& 201 Business Law	5		10
	ACTG 262 ^{CAP} Business Office II	5		

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

Continue page 2

Continued from page 1

Math	Student Placement
Adult Basic Education (ABE Math) contact Transitional Studies Dept. Bldg. 10 (253) 589-5702	<input type="checkbox"/>
MAT 103/MATSI 103 Business Math w/ supplemental Instruction (8 Units)	<input type="checkbox"/>
Stand Alone: MAT 103 Business Math (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

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:

Program Instructors: Lucy Dorum or Suzanne Cooke **email:** lucy.dorum@cptc.edu or 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:

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