CLOVER PARK
TECHNICAL COLLEGE

4500 Steilacoom Blvd SW,
Lakewood, WA 98499 253.589.5800

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

Total Units: 38	Total Cost: www.cptc.edu/feelists	Target Start Date:	Target Grad. Date:	Staff Initials:

Important Information For Educational Planning

- **Prerequisites:** Successful completion of MAT 094 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-Thur. 9:00am-2:00pm specific course times may vary with this period.
- Recommended that students take CAS 121 **(preferred)** or CAS 115 **or** instructors' permission
- **All courses must be completed with a "C" grade to graduate.**

Program Courses		Units	Status	Total Term Units
Term 1 FALL/SPRG	ACTG 110 Bookkeeping I* * (Pre-Req: successful completion of MAT 94 **or** successful completion of ENG 91 **or** equivalent placement)	4		
	ACTG 115 Bookkeeping II*	4		
	ACTG 135 Accounting Spreadsheets I*	5		
	ACTG 120 Electronic Business Math (offered online only)	2		
	COLL 102 College Success for All	3		**18**
Term 2 SUM/WINTR	ACTG 145 Quickbooks I	5		
	ACCT& 201 Principles of Accounting I	5		
	ACTG 211 Principles of Accounting I Lab	2		**12**
Term 3 FALL/SPRG	ACTG 137 Accounting Digital Office	3		
	ACTG 160 Payroll & Business Taxes (offered online only this quarter)	5		**8**

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

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 Instructor: Susanne Cooke 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

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Notes:

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

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