



**SCHOOL OF
Business and Personal Services**

**Accounting
Bookkeeping Certificate**

Degree **38**
Total Credits
Total Cost [Tuition & Fees](#)

Targeted Start Date
Expected Graduation Date

ENTRY COORDINATOR

STUDENT NAME
FACULTY NAME Lucy Dorum or Suzanne Cooke
CONTACT INFO lucy.dorum@cptc.edu or suzanne.cooke@cptc.edu
PROGRAM COUNSELOR Carrie Van Beek
CONTACT INFO carolyn.vanbeek@cptc.edu
START DATE
PROGRAM START QUARTER Fall and Spring, or by Instructor permission

Important Program Information
* **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.**

| Quarter 1 | | Fall/Spring | |
|---------------|---|-------------|--|
| Course Number | Course Title | CR | |
| ACTG 110 | Bookkeeping I* (Pre-Req: Computer Literacy required. Recommended: CAS 121 (preferred) or CAS 115) | 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 | |
| Total Credits | | 18 | |

| Quarter 2 | | Winter/Summer | |
|---------------|--------------------------------|---------------|--|
| Course Number | Course Title | CR | |
| ACTG 141 | Quickbooks I | 2 | |
| ACTG 143 | Quickbooks II | 3 | |
| ACCT& 201 | Principles of Accounting I | 5 | |
| ACTG 211 | Principles of Accounting I Lab | 2 | |
| Total Credits | | 12 | |

| Quarter 3 | | | |
|---------------|---|----|--|
| Course Number | Course Title | CR | |
| ACTG 137 | Accounting Digital Office | 3 | |
| ACTG 160 | Payroll & Business Taxes (offered online only this quarter) | 5 | |
| Total Credits | | 8 | |

| Quarter 4 | | | |
|---------------|--------------|----|--|
| Course Number | Course Title | CR | |
| Total Credits | | 0 | |

| Required Gen Ed courses | | |
|-------------------------|-------------------------|---|
| COLL 102 | College Success for All | 3 |
| Total Gen Ed credits | | 3 |

Advising Notes

Career Outlook Sites
[The Occupation Information Network O*NET](#)
worksourcewa.com

Next Steps (Transcripts & Graduation)
[Apply for Graduation](#)
[Apply for Sealed Official Transcript](#)

**Please check Periodically with Advising and Counseling regarding any potential Changes to program course requirements.*

Clover Park Technical College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, age or Veteran's status in its program and activities.