

Student Name: (First, Last)	Student EMPL #:	Date:
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Total Units: 38	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.**

Program Courses		Units	Status	Total Term Units
Term 1 FALL/SPRG	ACTG 110 Bookkeeping I* * (Pre-Req: successful completion of MAT 92 or successful completion of ENG 91 or equivalent placement)	4		18
	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		
Term 2 SUM/WINTR	ACTG 145 Quickbooks I	5		12
	ACCT& 201 Principles of Accounting I	5		
	ACTG 211 Principles of Accounting I Lab	2		
Term 3 FALL/SPRG	ACTG 137 Accounting Digital Office	3		8
	ACTG 160 Payroll & Business Taxes (offered online only this quarter)	5		

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 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

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School of Business and Personal Services

Accounting

Bookkeeping Certificate Program Map 2022-2023

Notes:

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