

Student Name:

FY:

Local Program Name: Accounting

Student Type:

Schedule Type:

Cohort/Block Number:

Campus

| | | |
|--|---------------------|------------------------------------|
| CTSO | Distance Education | HOURS: |
| BPA | | ADDITIONAL BREAK/INTERSSION DATES: |
| Class Schedule: | | Start Date: |
| Days: Monday, Tuesday, Wednesday, Thursday, Friday | | End Date: |
| Hours: | | |
| Weeks of Instruction | OCAS Code: 9258 | CIP Code: 52.0302 |
| | CM Code: FN00160000 | SOC Code: 43-3031.00 |

| COURSE # | ACAD & | | COURSES | THEORY | LAB | TOTAL | START DATE | END DATE | #DAYS | Grade | Notes |
|------------------------------|--------|-------|-------------------------|------------|------------|------------|------------|----------|-------|-------|-------|
| | OCAS | OHLAP | | | | | | | | | |
| | | | Accounting | 90 | 210 | 300 | | | | | |
| | 8109 | X | Computerized Accounting | 60 | 90 | 150 | | | | | |
| | | | Payroll Accounting | 30 | 60 | 90 | | | | | |
| | | | Full Charge Bookkeeper | 10 | 50 | 60 | | | | | |
| TOTAL COMPLETED HOURS | | | | 190 | 410 | 600 | | | | | |

Comments:

In order to complete all hours of the academic program, students must complete additional hours outside of the scheduled class time.

| B & I Certifications | | | |
|----------------------|---|--------|------|
| | Certification Name | Number | A-F? |
| Primary: | Full-Charge Bookkeeper | 0003 | Y |
| Additional: | Accounts Payable Clerk | 0001 | Y |
| | Accounts Receivable Clerk | 0002 | Y |
| | Payroll Clerk | 0004 | N |
| | QuickBooks User Certification | 0010 | Y |
| | Data Entry 10-Key, | 0054 | N |
| | Business Math, | 0055 | N |
| | Account Payable Fundamentals | 0053 | N |
| | Accounts Receivable/Billing Fundamentals, | 0052 | N |
| | Bookkeeping Fundamentals, | 0065 | N |
| | Payroll fundamentals | 0061 | N |
| | OSHA 10 | * | N |

SIGNATURES:

Student: _____

Instructor: _____

Coordinator: _____

Administrative: _____