

Plan of Study Continuing Education - Alamo Colleges

Student Name	<u> </u>	Banner ID			Program	Campus(s) S	Campus(s) Specific	
					Bookkeeping/ Accounting Clerk			
Program Description					<u> </u>			
earn the importance of c	nalyzing, classifying, and recording business transaction reconciliations, and payroll. In addition, you will learn h							
Sequence /ariable	Notes:							
Completion Status	Course Title(s)	Rubric	Contact Hours	CRN	Prerequisite(s)	Grade Mode	Training Mode	
	Bookkeeping Overview	ACNT 1001	24		- rerequience(e)	A,B,C,D, NR		
	Accounting Fundamentals	ACNT 102	40		ACNT 1001	A,B,C,D, NR		
	QuickBooks Pro Level 1	ACNT 1010	36		ACNT 1010		Online	
	Notary preparation	BMGT 2006	7			A,B,C,D, NR	Online	
Program Requiremen								
You are at least eighte Some high school <mark>Applicants CANNOT h</mark>	English (reading, writing, and speaking skills) sen (18) years of age have a conviction on their record other than a Computer/tablet and internet	lass C misd						

This form is an outline of courses required to complete the elected Continuing Education program.

Reference the course syllabus; the syllabus provides an overview of the assignments and activities in a course. It is your guide to what to expect from the course and to your responsibilities as a student.

	Yes	No
CE to Credit pathway eligible:		X
Prior Learning Credit eligible:		Χ

CE students have access to the ACES portal at https://aces.alamo.edu. ACES is your official access point to student resources and information.

All Alamo Colleges CE students are given a banner ID number and official Alamo Colleges e-mail; your Official Alamo College e-mail address will be the official form of communication between you and the college.

CE courses require a minimum of 80% attendance; some State Regulated courses require a specific number of hours to qualify for a certification from a credentialing body. Students are expected to attend class on the first day and throughout the program. Students may be dropped who do not attend the first class meeting or make contact with the instructor regarding the absence.

For fully online courses, an attendance verification activity is assigned and must be completed. For courses that are less than 3-days the student is expected to complete the attendance activity on or before the Census Date.

CE students may have the option to convert CEU's to academic credits for qualifying programs which may lead towards an academic certificate or associate's degree at any of the Alamo Colleges. A six-hour academic requirement must be met before the CEU's can be transferred into college credit.

The Alamo Colleges District's grading system is available in the Academic Standards section of the academic catalog on the left hand navigation bar. A grade of NR (Not Recorded) is posted on your transcript when your instructor has not assigned a final grade. To change a grade of NR, you should follow up with the instructor or, reach out to dst-alamolCD@alamo.edu for further guidance.