



**ACCOUNTING TECHNOLOGY  
ASSOCIATE OF APPLIED SCIENCE**

TRANSFER INSTITUTION(S):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADVISING WORKSHEET 2019-2020**

*Jacket Student Central  
Phone: 406-247-3019  
Fax: 406-247-3095*

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Course	Credits	Grade	Semester	Equivalent
<b>Recommended Preparatory Courses</b>				

<b>Required Preparatory Courses</b>				

**General Education Requirements**

CAPP	120	Introduction to Computers	3			
COMX	106	Communicating in a Dynamic Workplace	3			
M	121	College Algebra <b>or</b>	3			
M	143	Finite Math (4 credits) <b>or</b>				
M	105	Contemporary Math				
WRIT	122	Introduction to Business Writing	3			

**Required Courses**

ACTG	101	Accounting Procedures I	3			
ACTG	102	Accounting Procedures II	3			
ACTG	125	QuickBooks	3			
ACTG	180	Payroll Accounting	3			
ACTG	201	Principles of Financial Accounting	3			
ACTG	205	Computerized Accounting	3			
ACTG	211	Income Tax Fundamentals	3			
BGEN	105	Introduction to Business	3			
BGEN	220	Business Ethics and Social Responsibility	3			
BGEN	235	Business Law	3			
BFIN	305	Financial Planning	3			

CAPP	110	Short Course: MS Outlook	1			
CAPP	154	MS Word	3			
CAPP	156	MS Excel	3			
COMX	111	Introduction to Public Speaking	3			
ECNS	201	Principles of Microeconomics	3			
M	108	Business Mathematics	3			
ACTG	298	Cooperative Ed/Internship <u>or</u> Restricted Elective	3			

**TOTAL MINIMUM CREDITS REQUIRED      64**  
*A grade of "C" (2.0) or higher is mandatory in all courses*

**Suggested Restricted Electives:**

BMGT 180	Employment Law and Practices	BMKT 112	Applied Sales
BMGT 235	Business Management	BMKT 225	Marketing
BMGT 237	Human Relations in Business	CAPP 153	MS Powerpoint
BMGT 250	Employment & Comp. Strategies		

***Suggested Plan of Study***

<b>First Semester</b>	<b>Credits</b>	<b>Second Semester</b>	<b>Credits</b>
ACTG 101	3	ACTG 102	3
BGEN 105	3	ACTG 205	3
CAPP 120	3	BGEN 235	3
CAPP 154	3	CAPP 156	3
WRIT 122	3	COMX 106	3
<b>TOTAL</b>	<b>15</b>	M 105/121/143	3-4
		<b>TOTAL</b>	<b>18-19</b>

<b>Third Semester</b>	<b>Credits</b>	<b>Fourth Semester</b>	<b>Credits</b>
ACTG 201	3	ACTG 180	3
ACTG 125	3	ACTG 298	3
M 108	3	ACTG 211	3
BGEN 220	3	COMX 111	3
ECNS 201	3	BFIN 305	3
CAPP 110	1	<b>TOTAL</b>	<b>15</b>
<b>TOTAL</b>	<b>16</b>		

∇ Program is available online

Transcript evaluation (if applicable completed) by: \_\_\_\_\_ on \_\_/\_\_/\_\_\_\_



# 2019-2020 Accounting Technology AAS Plan of Study

Name \_\_\_\_\_

Student I.D. \_\_\_\_\_

Semester \_\_\_\_\_

Semester \_\_\_\_\_

Course	Credits	Course	Credits
<b>Total</b>		<b>Total</b>	

Semester \_\_\_\_\_

Semester \_\_\_\_\_

Course	Credits	Course	Credits
ACTG 101	3	ACTG 102	3
BGEN 105	3	ACTG 205	3
CAPP 120	3	BGEN 235	3
CAPP 154	3	CAPP 156	3
WRIT 122	3	COMX 106	3
		College Math	3-4
<b>Total</b>		<b>Total</b>	

Semester \_\_\_\_\_

Semester \_\_\_\_\_

Course	Credits	Course	Credits
ACTG 201	3	ACTG 180	3
ACTG 125	3	ACTG 298 <u>or</u> Restricted Elective	3
M 108	3	ACTG 211	3
BGEN 220	3	COMX 111	3
ECNS 201	3	BFIN 305	3
CAPP 110	1		
<b>Total</b>		<b>Total</b>	

Number of earned credits that apply toward degree: \_\_\_\_\_

Number of credits left to earn for degree: \_\_\_\_\_

**CERTIFICATION:** The courses listed are **required** for the student's degree.

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_