



MONTANA STATE UNIVERSITY BILLINGS

ACCOUNTING ASSISTANT CERTIFICATE OF APPLIED SCIENCE

ADVISING WORKSHEET 2014-2015

City College
Jacket Student Central
Phone: 406-247-3019
Fax: 406-247-3095

Name _____

Student ID # _____

Course	Credits	Grade	Semester	Equivalent
Recommended Preparatory Courses				

General Education Requirements

CAPP	120	Introduction to Computers	3			
COMX	106	Communicating in a Dynamic Workplace	3			
M	108	Business Mathematics	3			
WRIT	122	Intro to Business Writing	3			

Required Courses

ACTG	101	Accounting Procedures I	3			
ACTG	102	Accounting Procedures II	3			
ACTG	125	QuickBooks	3			
ACTG	205	Computerized Accounting	3			
BGEN	105	Introduction to Business	3			
CAPP	156	MS Excel	3			
COMX	111	Introduction to Public Speaking	3			
TASK	115	Keyboard Applications/Ten Key	3			

TOTAL MINIMUM CREDITS REQUIRED 36

A grade of "C" or higher is mandatory in all required courses.

Suggested Plan of Study

First Semester	Credits	Second Semester	Credits
CAPP 120	3	ACTG 102	3
ACTG 101	3	ACTG 125	3
TASK 115	3	ACTG 205	3
BGEN 105	3	CAPP 156	3
M 108	3	COMX 106	3
WRIT 122	3	COMX 111	3
TOTAL	18	TOTAL	18

▽ Program is available online

Transcript evaluation (if applicable completed) by: _____ on _____

Developing a Plan of Study

To facilitate course planning and scheduling, students should be aware that not all courses are offered every semester. Some courses require pre-requisites and preparatory courses to be successfully completed or co-requisites be taken simultaneously.

Selected Courses and Prerequisites

Key: F= Fall; S=Spring; X=Summer; # = online

Accounting Assistant Certificate Program Requirements

Course	Required Pre-requisite	Recommended Pre-requisite	Required Co-Requisite	Recommended Co-requisite	Term Offered
ACTG 101		M090 or higher			F, F#, S, S#
ACTG 102	ACTG 101				F#, S
ACTG 125	ACTG 101, 102				F#, S, X#
ACTG 205	ACTG 101, 102				F, F#, S, S#
BGEN 105					F, F#, S, S#
CAPP 120					F, F#, S, S#, X, X#
CAPP 156	CAPP 120				F, F#, S, S#, X#
COMX 106					F, F#, S, S#, X, X#
COMX 111					F, F#, S, S#, X
M108	M 065 or Compass 16+				F#, S
TASK 115					F, F#, S
WRIT 122	WRIT 104 or Compass 87+				F, F#, S, S#, X, X#

Program Specific Information

Students should know the following information:

- 1.) The Accounting Technology program offers both Certificate and Associate of Applied Science options. A student may choose to start with the Certificate and continue on the AAS option.
- 2.) The CAS and AAS accounting programs are not designed to flow directly into the BS in Accounting on the main campus. Students wishing to sit for the CPA exam are advised to start with the BS in Accounting.
- 3.) ACTG 101 must be taken before any other accounting courses. Students have much more flexibility once that course is completed.
- 4.) This program can be completed entirely online. Not all classes are offered online in every semester so it is important to plan ahead. A spring start is advantageous if a student wants to complete the program in 2 semesters.
- 5.) Students that earn an AAS degree and want to further their education thus career; are able to go on for a Bachelor of Applied Science degree through the university campus MSUB. Students can work to complete General Education requirements and take upper division credits in areas of study which will complement their AAS credits already earned. There are a variety of options and thematic concentrations for completing the BAS degree. Please consult with an advisor for more information.



City College

2014-2015 Accounting Assistant CAS Plan of Study

for _____

Date: _____

Semester _____

Semester _____

Course	Credits	Course	Credits
Total		Total	

Semester _____

Semester _____

Course	Credits	Course	Credits
*ACTG 101	3	*ACTG 102	3
*CAPP 120	3	*ACTG 125	3
BGEN 105	3	*ACTG 205	3
M 108	3	*CAPP 156	3
TASK 115	3	COMX 106	3
WRIT 122	3	COMX 111	3
Total	18	Total	18

Semester _____

Semester _____

Course	Credits	Course	Credits
Total		Total	

** These courses need to be taken in the prescribed sequence based on prerequisite requirements and course availability.*

NOTES:

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: _____