



MONTANA STATE UNIVERSITY BILLINGS

ACCOUNTING TECHNOLOGY  
ASSOCIATE 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
<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	3			
	143	Finite Math (4 credits)				
	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	103	Accounting Procedures III	3			
ACTG	125	QuickBooks	3			
ACTG	180	Payroll Accounting	3			
ACTG	205	Computerized Accounting	3			
BGEN	105	Introduction to Business	3			
BGEN	235	Business Law	3			
CAPP	154	MS Word	3			
CAPP	156	MS Excel	3			
CAPP	158	MS Access	3			

COMX	111	Introduction to Public Speaking	3			
M	108	Business Mathematics	3			
TASK	115	Keyboarding Applications/Ten Key	3			

**Restricted Electives chosen in consultation with faculty advisor – 9 credits required**


**TOTAL MINIMUM CREDITS REQUIRED 63**

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

**Suggested Electives:**

CSCI 181	Introduction to Web Design
TASK 230	Office Career Success
TASK 298	Internship/Cooperative Education
MART 208	Multimedia Technology
BFIN 305	Financial Planning
ACTG 201	Principles of Financial Accounting
CAPP 110	Short Courses: MS Outlook (1 cr)
CAPP 153	MS Powerpoint (2 cr)
TASK 145	Records Management
ECNS 201	Principles of Microeconomics

***Suggested Plan of Study***

<b>First Year</b>	<b>Credits</b>	<b>Second Year</b>	<b>Credits</b>
CAPP 120	3	CAPP 156	3
CAPP 154	3	CAPP 158	3
ACTG 101	3	COMX 106	3
ACTG 102	3	COMX 111	3
ACTG 180	3	ACTG 103	3
ACTG 205	3	ACTG 125	3
TASK 115	3	BGEN 235	3
BGEN 105	3	M 121/143/105	3/4
WRIT 122	3	Restricted Electives	6
M 108	3	<b>TOTAL</b>	<b>30</b>
Restricted Elective	3		
<b>TOTAL</b>	<b>33</b>		

▽ 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 Technology Associate of Applied Science Program Requirements

Course	Required Pre-requisite	Recommended Pre-requisite	Required Co-Requisite	Recommended Co-requisite	Term Offered
<b>ACTG 101</b>		M090 or higher			F, F#, S, S#
<b>ACTG 102</b>	ACTG 101				F#, S
<b>ACTG 103</b>	ACTG 102				F, S#
<b>ACTG 125</b>	ACTG 101, 102				F#, S
<b>ACTG 180</b>	ACTG 101				F#, S
<b>ACTG 205</b>	ACTG 101, 102				F, S#
<b>BGEN 105</b>					F, F#, S, S#
<b>BGEN 235</b>					F, F#, S, S#
<b>CAPP 120</b>					F, F#, S, S#, X#
<b>CAPP 154</b>	CAPP 120				F, F#, S, S#, X#
<b>CAPP 156</b>	CAPP 120				F, S, # both
<b>CAPP 158</b>	CAPP 120	CAPP 156			F, F#, S, S#
<b>COMX 106</b>					F, F#, S, S#, X, X#
<b>COMX 111</b>					F, F#, S, S#, X
<b>M 108</b>	M 065 or Compass 16+				F#, S
<b>M 121 or M 143 or M 105</b>	M095 or appropriate placement				F, F#, S, S#, X, X# Note: M 105 and M 143 only offered online during the summer.
<b>TASK 115</b>					F, F#, S
<b>WRIT 122</b>	WRIT 095 or appropriate placement	WRIT 104			F, F#, S, S#, X, X#
<b>Restricted Electives (9 credits)</b>	May require CAPP 120, M 095 or appropriate placement score				F, F#, S, S#, X, X# Note: Not all electives may be offered every semester.

## **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.) 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.
- 3.) The CAS and AAS accounting programs are not designed to flow directly into the BS in Accounting on the university campus MSUB. Students wishing to sit for the CPA exam are advised to start with the BS in Accounting.
- 4.) ACTG 101 must be taken before any other accounting courses. Students have much more flexibility once that course is completed.
- 5.) Restricted electives (9 credits required) must be in the field of Computers, Business, Accounting or Communication. Choose from Suggested Electives or consult a City College Advisor before registering for other courses to fulfill these requirements.
- 6.) 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 online in 2 years.



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## 2014-2015 Accounting Technology AAS Plan of Study

for \_\_\_\_\_

Date: \_\_\_\_\_

Semester \_\_\_\_\_

Semester \_\_\_\_\_

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

Semester \_\_\_\_\_

Semester \_\_\_\_\_

Course	Credits	Course	Credits
*ACTG 101	3	*ACTG 102	3
*CAPP 120	3	BGEN 105	3
TASK 115	3	CAPP 154	3
Gen Ed:	3	COMX 111	3
Gen Ed:	3	Gen Ed:	3
		Restricted Elective:	3
<b>Total</b>	15	<b>Total</b>	18

Semester \_\_\_\_\_

Semester \_\_\_\_\_

Course	Credits	Course	Credits
*ACTG 103	3	*ACTG 125	3 <i>(This course can be taken earlier. Please check prerequisites.)</i>
*ACTG 205	3	*ACTG 180	3 <i>(This course can be taken earlier. Please check prerequisites.)</i>
CAPP 156	3	BGEN 235	3
M 108	3	CAPP 158	3
Restricted Elective:	3	Restricted Elective:	3
<b>Total</b>	15	<b>Total</b>	15

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

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: \_\_\_\_\_



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## 2014-2015 Accounting Technology AAS Plan of Study Alternate Start

for \_\_\_\_\_

Date: \_\_\_\_\_

Semester \_\_\_\_\_

Semester \_\_\_\_\_

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

Semester \_\_\_\_\_

Semester \_\_\_\_\_

Course	Credits	Course	Credits
*ACTG 101	3	ACTG 205	3
*CAPP 120	3	BGEN 105	3
TASK 115	3	CAPP 154	3
Gen Ed:	3	COMX 111	3
Gen Ed:	3	Gen Ed:	3
		Restricted Elective:	3
<b>Total</b>	15	<b>Total</b>	18

Semester \_\_\_\_\_

Semester \_\_\_\_\_

Course	Credits	Course	Credits
*ACTG 102	3	*ACTG 103	3
ACTG 125	3	M 108	3
ACTG 180	3	BGEN 235	3
CAPP 156	3	CAPP 158	3
Restricted Elective:	3	Restricted Elective:	3
<b>Total</b>	15	<b>Total</b>	15

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

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: \_\_\_\_\_