



**CITY
COLLEGE**
montana state university billings

Business • Computers • Degree Transfer • Healthcare • Industry • Transportation

ACCOUNTING

What is Accounting Technology?

The technical skills of a qualified accounting professional are needed by every business in America, large or small. The Accounting Technology program provides you with the basic knowledge of accounting processes necessary for employment. After completion, you will be able to record day-to-day financial transactions and prepare summary statements of business conditions. You will also learn how to use the latest computerized accounting software.

College Degree Offered:

Accounting Assistant: Certificate of Applied Science
Accounting Technology: Associate of Applied Science

Both options are also offered on-line. To find more information on our on-line courses please go to www.msubonline.org

What you will learn:

- How to prepare summary statements of business conditions for small businesses or government agencies
- How to utilize basic business computer applications, such as Excel, Access, and Word
- How to utilize computerized accounting software
- How to process daily accounting transactions, journals, and ledgers and handle other entry-level accounting functions
- How to prepare financial statements
- How to prepare payroll functions
- How to manage cash and accrual accounting
- How to handle accounting for sole proprietorships, partnerships, and corporations
- How to communicate professionally, both in person and in writing

Prospective Employers:

- Banks
- Public & private accounting firms
- Universities and school districts
- Large and small businesses
- State and municipal government

Job Outlook and Pay:

Accounting Technology

Median Wage (MT)* \$31,900 yearly
\$15.32 per hour

Median Wage (US)* \$36,400 yearly
\$17.51 per hour

*Bureau of Labor Statistics, Office of Employment Projections, MT Dept. of Labor and Industry, Research and Analysis Bureau (projections through MT 2022/ US 2024)

**For more information visit <http://www.careerinfonet.org/Occupations>.

City College entry-level wages of graduates: **\$33,950** (2013-2016)

Accounting Technology

(Associate of Applied Science Degree)

Required Courses	Credits
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
BGEN 305 Financial Planning.....	3
CAPP 110 Short course: MS Outlook.....	1
CAPP 120 Introduction to Computers.....	3
CAPP 154 MS Word.....	3
CAPP 156 MS Excel.....	3
COMX 106 Communicating in a Dynamic Workplace.....	3
COMX 111 Introduction to Public Speaking	3
ECNS 201 Principles of Microeconomics.....	3
M 108 Business Mathematics.....	3
M 121 College Algebra.....	3*
OR M 143 Finite Mathematics	4*
OR M 105 Contemporary Mathematics	3*
ACTG 298 Cooperative Edu/Internship	
OR Restricted elective	3
Total minimum credits required for degree	64

*Students should check with their academic advisor to determine the specific math course that is appropriate for their plan of study

Suggested Electives:

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

Accounting Assistant (Certificate of Applied Science)

Required Courses	Credits
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 120 Introduction to Computers.....	3
CAPP 156 MS Excel.....	3
COMX 106 Communicating in a Dynamic Workplace.....	3
COMX 111 Introduction to Public Speaking	3
M 108 Business Mathematics.....	3
WRIT 122 Introduction to Business Writing	3
Total minimum credits required	33

Suggested Plan of Study Accounting Technology, AAS Degree

First Semester	Credits
ACTG 101	3
BGEN 105.....	3
CAPP 120	3
CAPP 154	3
WRIT 122	3

Second Semester	Credits
ACTG 102.....	3
ACTG 205.....	3
BGEN 235.....	3
CAPP 156	3
COMX 106	3
M 121/143/105.....	3-4

Third Semester	Credits
ACTG 201	3
ACTG 125.....	3
BGEN 220.....	3
CAPP 110	1
ECNS 201	3
M 108.....	3

Fourth Semester	Credits
ACTG 180.....	3
ACTG 211.....	3
ACTG 298 or res. elective.....	3
BFIN 305	3
COMX 111	3

Suggested Plan of Study Accounting Assistant, Certificate

First Semester	Credits
ACTG 101	3
CAPP 120	3
BGEN 105	3
M 108	3
COMX 106	3
WRIT 122	3
Total	18

Second Semester	Credits
ACTG 102	3
ACTG 125	3
ACTG 205	3
CAPP 156	3
COMX 111	3
Total	15

For more information on this City College gainful employment program, such as cost, financial assistance, and placement rates, please go to:
http://www.msubillings.edu/citycollege/programs/gedt2018/acct_assistant/5.2.0399-Gedt.html