



MONTANA STATE UNIVERSITY BILLINGS

ACCOUNTING ASSISTANT
CERTIFICATE OF APPLIED SCIENCE

ADVISING WORKSHEET 2011-2012

College of Technology
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			
COMT	109	Human Relations	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			
CAPP	156	MS Excel	3			
COMT	130	Introduction to Public Speaking	3			
CTBU	171	Introduction to Business	3			
TASK	115	Keyboard Applications/Ten Key	3			

TOTAL MINIMUM CREDITS REQUIRED 36

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
CTBU 171	3	CAPP 156	3
M 108	3	COMT 109	3
WRIT 122	3	COMT 130	3
TOTAL	18	TOTAL	18

∇ Program is available online

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

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



MSUBILLINGS

College of Technology

2011-2012 Accounting Assistant CAS Plan of Study

for _____

Date: _____

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		
TASK 115	3		
Total		Total	

Semester (_____)

Semester (_____)

Course	Credits	Course	Credits
Total		Total	

NOTES: