



MONTANA STATE UNIVERSITY BILLINGS

ACCOUNTING TECHNOLOGY  
ASSOCIATE 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
<b>Recommended Preparatory Courses</b>				

<b>Required Preparatory Courses</b>				

**General Education Requirements**

CAPP	120	Introduction to Computers	3			
COMT	109	Human Relations	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			
CAPP	154	MS Word	3			
CAPP	156	MS Excel	3			
CAPP	158	MS Access	3			
COMT	130	Introduction to Public Speaking	3			
CTBU	165	Business Law	3			
CTBU	171	Introduction to Business	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:**

- |          |                                    |
|----------|------------------------------------|
| CMP 135  | Introduction to Web Design         |
| ITS 160  | MS Windows Vista Configuration     |
| TASK 230 | Office Career Success              |
| TASK 298 | Cooperative Education/Internship   |
| DSGN 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                 |
| DSGN 204 | Advanced Software Applications     |
| 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	COMT 109	3
ACTG 102	3	COMT 130	3
ACTG 180	3	ACTG 103	3
ACTG 205	3	ACTG 125	3
TASK 115	3	CTBU 165	3
CTBU 171	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 \_\_\_/\_\_\_/\_\_\_\_\_**



MSUBILLINGS

College of Technology

# 2011-2012 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		
TASK 115	3		
<b>Total</b>		<b>Total</b>	

Semester (\_\_\_\_\_)

Semester (\_\_\_\_\_)

Course	Credits	Course	Credits
ACTG 103	3	ACTG 125	3
ACTG 205	3	ACTG 180	3
<b>Total</b>		<b>Total</b>	

NOTES: