



**ACCOUNTING ASSISTANT  
CERTIFICATE OF APPLIED SCIENCE**

TRANSFER INSTITUTION(S):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADVISING WORKSHEET 2019-2020**

Name \_\_\_\_\_

Student ID \_\_\_\_\_

*Jacket Student Central*  
*Phone: 406-247-3019*  
*Fax: 406-247-3095*

Course	Credits	Grade	Semester	Equivalent
<b>Recommended Preparatory Courses</b>				

**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			

**TOTAL MINIMUM CREDITS REQUIRED 33**  
*A grade of "C" or higher is mandatory in all courses*

**Suggested Plan of Study**

First Semester	Credits	Second Semester	Credits
ACTG 101	3	ACTG 102	3
BGEN 105	3	ACTG 125	3
CAPP 120	3	ACTG 205	3
COMX 106	3	CAPP 156	3
M 108	3	COMX 111	3
WRIT 122	3	<b>TOTAL</b>	<b>15</b>
<b>TOTAL</b>	<b>18</b>		

**∇ Program is available online**

Transcript evaluation (if applicable completed) by: \_\_\_\_\_ on \_\_\_\_\_



## 2019-2020 Accounting Assistant CAS Plan of Study

Name \_\_\_\_\_

Student I.D. \_\_\_\_\_

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	*ACTG 125	3
BGEN 105	3	*ACTG 205	3
M 108	3	*CAPP 156	3
COMX 106	3	COMX 111	3
WRIT 122	3		
<b>Total</b>	<b>18</b>	<b>Total</b>	<b>15</b>

Semester \_\_\_\_\_

Semester \_\_\_\_\_

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

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

Number of earned credits that apply toward certificate: \_\_\_\_\_

Number of credits left to earn for certificate: \_\_\_\_\_

**CERTIFICATION:** The courses listed are **required** for the student's certificate.

Advisor's Signature: \_\_\_\_\_

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

Student's Signature: \_\_\_\_\_

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