



ACCOUNTING TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

TRANSFER INSTITUTION(S):

ADVISING WORKSHEET 2016-2017

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

Name _____

Student ID # _____

Course	Credits	Grade	Semester	Equivalent
Recommended Preparatory Courses				
Required Preparatory Courses				

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			Substitute with Elective

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:

ACTG 201	Principles of Financial Accounting	BMGT 250	Employment & Comp. Strategies
ACTG 202	Principles of Managerial Accounting	BMKT 225	Marketing
BGEN 294	Business Ethics	ECNS 201	Principles of Microeconomics
BFIN 305	Financial Planning	ECNS 202	Principles of Macroeconomics
BMGT 180	Employment Law and Practices	STAT 216	Introduction to Statistics
BMGT 235	Business Management	WRIT 220	Business and Professional Writing

Suggested Plan of Study

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

▽ Program is available online

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



2016-2017 Accounting Technology AAS Plan of Study

for _____

Student I.D. Number: _____

Semester _____

Semester _____

Course	Credits	Course	Credits
Total		Total	

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
Total	15	Total	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
Total	15	Total	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: _____



2016-2017 Accounting Technology AAS Plan of Study Alternate Start

for _____

Student I.D. Number: _____

Semester _____

Semester _____

Course	Credits	Course	Credits
Total		Total	

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
Total	15	Total	18

Semester _____

Semester _____

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