



ACCOUNTING ASSISTANT CERTIFICATE OF APPLIED SCIENCE

TRANSFER INSTITUTION(S):

ADVISING WORKSHEET 2018-2019

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			
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	TOTAL	15
TOTAL	18		

▽ Program is available online

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



2018-2019 Accounting Assistant CAS Plan of Study

Name _____

Student I.D. _____

Semester _____

Semester _____

Course	Credits	Course	Credits
Total		Total	

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		
Total	18	Total	15

Semester _____

Semester _____

Course	Credits	Course	Credits
Total		Total	

** 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: _____