



**ACCOUNTING TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE**

ADVISING WORKSHEET 2021-2022

TRANSFER INSTITUTION(S):

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 or	3			
M	143	Finite Math (4 credits) or				
M	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	125	QuickBooks	3			
ACTG	180	Payroll Accounting	3			
ACTG	201	Principles of Financial Accounting	3			
ACTG	205	Computerized Accounting	3			
ACTG	211	Income Tax Fundamentals	3			
BGEN	105	Introduction to Business	3			
BGEN	220	Business Ethics and Social Responsibility	3			
BGEN	235	Business Law	3			
BFIN	305	Financial Planning	3			Restricted Elective

CAPP	110	Short Course: MS Outlook	1			
CAPP	154	MS Word	3			
CAPP	156	MS Excel	3			
COMX	111	Introduction to Public Speaking	3			
ECNS	201	Principles of Microeconomics	3			
M	108	Business Mathematics	3			
ACTG	298	Cooperative Ed/Internship <u>or</u> Restricted Elective	3			

TOTAL MINIMUM CREDITS REQUIRED 64
A grade of "C" (2.0) or higher is mandatory in all courses

Suggested Restricted Electives:

BMGT 180	Employment Law and Practices	BMKT 112	Applied Sales
BMGT 235	Business Management	BMKT 225	Marketing
BMGT 237	Human Relations in Business	CAPP 153	MS Powerpoint
BMGT 250	Employment & Comp. Strategies		

Suggested Plan of Study

First Semester	Credits	Second Semester	Credits
ACTG 101	3	ACTG 102	3
BGEN 105	3	ACTG 205	3
CAPP 120	3	BGEN 235	3
CAPP 154	3	CAPP 156	3
WRIT 122	3	COMX 106	3
TOTAL	15	M 105/121/143	3-4
		TOTAL	18-19

Third Semester	Credits	Fourth Semester	Credits
ACTG 201	3	ACTG 180	3
ACTG 125	3	ACTG 298	3
M 108	3	ACTG 211	3
BGEN 220	3	COMX 111	3
ECNS 201	3	BFIN 305	3
CAPP 110	1	TOTAL	15
TOTAL	16		

∇ Program is available online

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



2021-2022 Accounting Technology AAS 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
BGEN 105	3	ACTG 205	3
CAPP 120	3	BGEN 235	3
CAPP 154	3	CAPP 156	3
WRIT 122	3	COMX 106	3
		College Math	3-4
Total		Total	

Semester _____

Semester _____

Course	Credits	Course	Credits
ACTG 201	3	ACTG 180	3
ACTG 125	3	ACTG 298 <u>or</u> Restricted Elective	3
M 108	3	ACTG 211	3
BGEN 220	3	COMX 111	3
ECNS 201	3	BFIN 305	3
CAPP 110	1		
Total		Total	

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: _____