



ACCOUNTING TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

ADVISING WORKSHEET 2025-2026

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	130	Applied Acctng & Decision Mkg	3			
ACTG	180	Payroll Accounting	3			
ACTG	201	Principles of Financial Accounting	3			
ACTG	202	Principles of Managerial Accounting	3			
ACTG	211	Income Tax Fundamentals	3			
ACTG	215	Fnd of Govt & Non Profit Acct	3			
ACTG	250	Accounting Capstone (or Restricted Elective)	3			
ACTG	298	Internship (or Restricted Elective)	3			

BGEN	105	Intro to Business	3			
BGEN	235	Business Law	3			
BFIN	205	Personal Finance	3			
CAPP	156	MS Excel	3			

Restricted Electives (6 credits)

	3			
	3			

Select 2 courses from:

BGEN 220	Bus Ethics & Soc Responsibility	BMGT 250	Employment & Comp. Strategies
BMGT 180	Employment Law and Practices	BMKT 112	Applied Sales
BMGT 210	Small Business Entrepreneurship	BMKT 225	Marketing
BMGT 235	Business Management	BMKT 131	Intro to Social Media Mktg
BMGT 237	Human Relations in Business	ECNS 201	Principles of Microeconomics

TOTAL MINIMUM CREDITS REQUIRED 63
A grade of "C" (2.0) or higher is mandatory in all courses

Suggested Plan of Study

First Semester	Credits	Second Semester	Credits
ACTG 101	3	ACTG 102	3
ACTG 125	3	ACTG 130	3
BGEN 105	3	CAPP 156	3
CAPP 120	3	COMX 106	3
WRIT 122	<u>3</u>	M 105/121/143	<u>3</u>
TOTAL	15	TOTAL	15

Third Semester	Credits	Fourth Semester	Credits
ACTG 201	3	ACTG 180	3
ACTG 215	3	ACTG 202	3
ACTG 250	3	ACTG 211	3
BGEN 235	3	ACTG 298	3
BFIN 205	3	Restricted Elective	<u>3</u>
Restricted Elective	<u>3</u>	TOTAL	15
TOTAL	18		

▽ Program is available online

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