

Certificate of Applied Science – 33 credits Bookkeeping		
Name:	Date of Entry:	Advisor:
Dual Major With:	Academic Plan Advisor:	
Transferred From:		
Credit Hours Transferred In:	Must complete 50% of degree through Helena College	

Course #	Course Title	CR	Pre - Requisites	SEM	Grade	Comments
<b>Semester One – 15 credits</b>						
ACTG 101	Acgt Proced I	3				
BGEN 105	Intro to Bus	3	Placement in WRIT 095 or higher			
Choose One Math:						
M 108T	Business Math	3	Placement or M 080			
M 121	College Algebra		Placement or M 095			
STAT 216	Intro to Stats		Placement or M 121			
Choose One Writing:						
WRIT 121T	Intro to Tech Writ	3	Placement or WRIT 095			
WRIT 101	College Writing		Placement or WRIT 095			
Choose One Accounting Technology Advising Option Credit:						
		3				
<b>Semester Two -18 credits</b>						
ACTG 102	Actg Proced II	3	ACTG 101			
ACTG 205	Computer Actg	3	ACTG 101			
BGEN 201	Found of Bus Ethics	3	BGEN 105 and WRIT 101 or WRIT 121T			
CAPP 156	MS Excel	3				
Choose one of the following:						
HR 110T	Career Dev and HR	3	WRIT 095 or placement in WRIT 101			
PSYX 100	Intro to Psych					
SOCI 101	Intro to Sociology					
Choose One Accounting Technology Advising Option Credit:						
		3				
<b>Developmental Coursework:</b>						