

<b>Certificate of Applied Science – 33 credits</b> <b>Bookkeeping (stackable with Accounting Technology AAS)</b>		
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	Actg Proced I	3				
BGEN 105	Intro to Bus	3	Placement in WRIT 095 or higher			
Choose one of the following:						
M 108T	Business Math	3	Placement or M 080 or M 092 Placement or M 093 Placement or M 121			
M 115	Probability/Linear					
M 121	College Algebra					
STAT 216	Intro to Stats					
Choose one of the following:						
WRIT 101	College Writing	3	Placement or WRIT 095 Placement or WRIT 095			
WRIT 121T	Intro to Tech Writ					
Choose one of the following:						
CAPP 156	MS Excel	3				
CSCI 172	Intro Comp Model					
<b>Semester Two -18 credits</b>						
ACTG 102	Actg Proced II	3	ACTG 101			
ACTG 205	Computer Actg	3	ACTG 101			
BGEN 220	Bus Ethics & Social Responsibility	3	BGEN 105 and WRIT 101 or WRIT 121T			
CAPP 266	Advanced MS Excel	3	CAPP 156 or CSCI 172			
Choose one of the following:						
PSYX 100	Intro to Psych	3	WRIT 095 or placement in WRIT 101			
SOCI 101	Intro to Sociology					
Choose one of the following:						
ACTG 125	QuickBooks	3	ACTG 101 ACTG 101, BGEN 105, M 108T or M 121			
BFIN 205	Personal Finance					
Developmental Coursework:						