

Certificate of Applied Science – 30 credits		
Accounting & Business Technology: Bookkeeping (Stackable with Accounting Technology A.A.S.)		
Name:	Date of Entry:	Advisor:
Dual Major With:	Academic Plan Advisor:	
Transferred From:		
Credit Hours Transferred In:	Must complete 1/3 of degree through Helena College	

Course #	Course Title	CR	Pre - Requisites	SEM	Grade	Comments
First Semester (15 credits)						
ACTG 101	Accounting Proced I	3				
BGEN 105	Intro to Business	3	Recommended WRIT 101 or WRIT 101 taken concurrently			
WRIT 101	College Writing	3	WRIT 096, if placement score indicates			
Choose one of the following:						
M 108T	Business Math	3				
M 115	Prob and Linear		Placement or M 092 concurrently			
M 121	College Algebra		Placement or M 092/M 093 or M093 concurrently			
STAT 216	Intro to Statistics		Placement or M 105/115/121			
Choose one of the following:						
CAPP 156	MS Excel	3	Recommend CAPP 156 for accounting students			
CSCI 172	Intro Comp Model					
Second Semester (15 credits)						
ACTG 102	Accounting Proced II	3	ACTG 101			
ACTG 205	Computer Accounting	3	ACTG 101; off-campus pc (no mac)			
BGEN 220	Bus Ethics & Social Responsibility	3	BGEN 105 or Consent of Instructor			
CAPP 266	Advanced MS Excel	3	CAPP 156 or CSCI 172			
Choose one of the following:						
PSYX 100	Intro to Psychology	3	Placement in WRIT 101 or WRIT 101 taken concurrently			
SOCI 101	Intro to Sociology					
Other Coursework:						