

Academic Pathway

Accounting Technology

Associate of Applied Science

Academic & Career Pathway: Business and Technology

Student:

Advisor:

Course/Semester (Prefix, Number and Title)	Credits	Fall/Spring Only	Milestone Course	Notes	Completed
Semester 1 Fall					
M 105 Contemporary Math, M 115 Probability & Linear Mathematics, M 121 College Algebra, or STAT 216 Intro to Statistics	3			M105, M121, STAT216 are offered fall, spring, and summer semesters	
ACTG 101 Accounting Procedures I	3	Fall	*		
BGEN 105 Intro to Business	3	Fall	*		
WRIT 101 College Writing I	3				
CAPP 156 MS Excel	3	Fall		CSCI 172 can be a course substitute for this requirement. CAPP 156 is the better preparatory course for CAPP 266 in semester 2.	
Total	15				
Semester 2 Spring					
ACTG 102 Accounting Procedures II	3	Spring	*		
ACTG 205 Computerized Accounting	3	Spring	*	Mac computers do not work well with the software needed for this course.	
BGEN 220 Business Ethics	3				
CAPP 266 Advanced Excel	3	Spring			
PSYX 100 Intro to Psychology or SOCI 101 Intro to Sociology	3			Both courses offered fall, spring, and summer semesters.	
Total	15				
Semester 3 Fall					
ACTG 180 Payroll Accounting	3	Fall	*		
ACTG 201 Principles of Financial Accounting	3	Fall	*	ACTG101 and Math are pre-requisites.	
ACTG 211 Income Tax	3	Fall	*		
BGEN 235 Business Law	3	Fall			
COMX 111 Intro to Public Speaking or COMX 115 Interpersonal Communications	3			Both courses offered fall, spring, and summer semesters.	

Total	15				
Semester 4 Spring					
ACTG 202 Principles of Managerial Accounting	3	Spring	*	ACTG 201 pre-requisite	
ACTG 215 Foundations of Governmental & Not for Profit Accounting	3	Spring	*		
BFIN 265 Intro to Business Finance	3	Spring			
ECNS 201 Principles of Microeconomics or ECNS 202 Principles of Macroeconomics	3			Both courses offered on rotation every fall, spring, and summer semesters.	
ACTG 298 Internship or Elective Course	3			Any general Elective Course will work, recommend a business elective course. Transfer credits may work as elective course.	
Total	15				

****Students must earn a C- or better in order to successfully complete a course.***

Career outlook: The Accounting Technology AAS degree prepares students to enter the business world – as bookkeepers, as accounting techs, or as accountants. Graduates of the Accounting certificate and degree learn skills readying them to be accounting technicians with private, government, or not for profit agencies.

Advising Notes: This program is designed for students to start in the fall semester. Students that begin with Helena College in a spring semester will need to work with their advisor to adjust the pathway based on course schedules. It is important that students take both ACTG 101 Accounting Procedures I and BGEN 105 Intro to Business in the fall semester so they can progress through the accounting and business courses without delay. This degree is offered in a fully online and hyflex format. Several courses required for this degree are offered in the summer. The Bookkeeping CAS is a stackable credential that all students will earn if completing the AAS. Students can transfer their AAS degree toward earning a Bachelor of Applied Science at Montana Technological University.