

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>1<sup>st</sup> Semester – 15 credits</b>							
ACTG 101	Acgt Procd I	3					
BGEN 105	Intro to Bus	3	WRIT095 or placement in WRIT101 or WRIT121T				
Choose One Math:							
M 108T	Business Math	3	Placement or M065				
M 121	College Algebra	3	Placement or M095				
Choose One Writing:							
WRIT 121T	Intro to Tech Writ	3	Placement or WRIT 095				
WRIT 101	College Writing	3	Placement or WRIT 095				
Choose One Office Technology Course:							
TASK 113	Key and Doc Proc	3					
CAPP 154	MS Word	3					
<b>2<sup>nd</sup> Semester -18 credits</b>							
ACTG 102	Acgt Proc II	3	ACTG101 or consent of instructor				
ACTG 205	Computer Acgt	3	ACTG101				
BGEN 201	Found of Bus Eth	3	BGEN105 and WRIT101 or WRIT121				
CAPP 156	MS Excel	3					
Elect Cr		3					
Choose one of the following:							
HR 110T	Career Dev and HR	3					
PSYX 100	Intro to Psych	3	WRIT095 or placement score in WRIT101				
SOCI 101	Intro to Sociology	3					
Developmental Coursework:							

\*All pre-requisites must be passed with a C- or better