

Professional Certificate – 21 credits Bookkeeping Specialist <i>(stackable with Bookkeeping CAS and Accounting Technology AAS)</i>		
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	
Semester One – 9 credits							
ACTG 101	Actg Proced I	3					
ACTG 211	Income Tax Fndm	3	Fall Only				
Choose one of the following:							
CAPP 156	MS Excel	3	CAPP 156 Preferred for Actg students				
CSCI 172	Intro Comp Model						
Semester Two -12 credits							
ACTG 102	Actg Proced II	3	ACTG 101				
ACTG 180	Payroll Actg	3	ACTG 101				
CAPP 266	Advanced MS Excel	3	CAPP 156 or CSCI 172				
Choose one of the following:							
ACTG 125	QuickBooks	3	ACTG 101, Spring only				
ACTG 205	Computer Actg		ACTG 101				
Other Coursework:							