

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				
M 121	College Algebra		Placement or M 093				
STAT 216	Intro to Statistics		Placement or M105/115/121				
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				
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:							