

**Professional Certificate – 24 credits
Payroll
(Stackable with Bookkeeping C.A.S. and 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 (12 credits)							
ACTG 101	Accounting Procedures I	3					
BGEN 105	Intro to Business	3	Recommended WRIT 101 or WRIT 101 taken concurrently				
ACTG 111	Income Tax Fundamentals	3	Fall only				
Choose one of the following:							
CAPP 156	MS Excel	3	Recommend CAPP 156 for accounting students				
CSCI 172	Intro to Computer Modelling						
Second Semester (12 credits)							
ACTG 180	Payroll Accounting	3	ACTG101				
ACTG 205	Computerized Accounting	3	ACTG101				
BMGT 263	Legal Issues in HR	3	BGEN 105				
CAPP 266	Advanced MS Excel	3	CAPP 156 (recommended for accounting) or CSCI 172				
Other Coursework:							