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						

1st Semester - 15 credits	Course #	Course Title	CR	Pre - Requisites	SEM	Grade	Comments
BGEN 105 Intro to Bus 3 WRIT095 or placement in WRIT211 or WRIT121T Choose One Math: M 108T Business Math 3 Placement or M065 M121 College Algebra 3 Placement or M095 Choose One Writing: WRIT 121T Intro to Tech Writ 3 Placement or WRIT 095 MRIT 101 College Writing 3 Placement or WRIT 095 MRIT 101 College Writing 3 Placement or WRIT 095 MRIT 101 College Writing 3 Placement or WRIT 095 MRIT 101 College Writing 3 Placement or WRIT 095 MRIT 101 College Writing 3 Placement or WRIT 095 MRIT 101 College Writing 3 Placement or WRIT 095 MRIT 101 MRIT 1	1 st Semester	– 15 credits					
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 2nd Semester -18 credits 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 Choose one of the following: HR 110T Career Dev and HR 3 PSYX 100 Intro to Psych 3 WRIT101 SOCI 101 Intro to Sociology 3	ACTG 101	Acgt Proced I	3				
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 2nd Semester -18 credits 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 Sociology 3 WRIT101 SOCI 101 Intro to Sociology 3	BGEN 105	Intro to Bus	3	•			
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 2nd Semester -18 credits 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 Choose one of the following: HR 110T Career Dev and HR 3 Placement or M095 WRIT101 SOCI 101 Intro to Sociology 3 WRIT101 Intro to Sociology 3 WRIT101 SOCI 101 Intro to Sociology 3							
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 2nd Semester -18 credits 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 CAPP 156 MS Excel 3 Elect Cr Choose one of the following: HR 110T Career Dev and HR 3 PSYX 100 Intro to Psych 3 WRIT095 or placement score in WRIT101 WRIT101 SOCI 101 Intro to Sociology 3	Chansa One M	lath.		WRIT1211			
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 Pacement or WRIT 095 ACTG 102 Acgt Proc II 3 ACTG101 or consent of instructor ACTG 205 Computer Acgt 3 ACTG101 or Sand WRIT101 Or WRIT121 CAPP 156 MS Excel 3 BGEN 201 Found of Bus Eth 3 BGEN105 and WRIT101 Or WRIT121 CAPP 156 MS Excel 3 Power of the following: HR 110T Career Dev and HR 3 PSYX 100 Intro to Psych WRIT101 SOCI 101 Intro to Sociology 3 Intro to Sociology 3 Intro to Sociology 3			2	Placement or MOSE	1		
Choose One Writing: WRIT 121T							
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 Pacement or WRIT 095 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 WRIT095 or placement score in WRIT01 PSYX 100 Intro to Sociology 3 WRIT001 SOCI 101 Intro to Sociology 3 WRIT101 Intro to Psych 3 WRIT101 Intro to Sociology 3 WRIT101			3	Placement or M095			
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 Placement or WRIT 095 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 PSYX 100 Intro to Psych 3 WRIT095 or placement score in WRIT101 SOCI 101 Intro to Sociology 3 Placement or WRIT 095 B Placement or WRIT 095 ACTG 205 Computer Acgt 3 ACTG101 CONSENT OF PROCEED ACTG 100 BGEN 201 Found of Bus Eth 3 BGEN105 and WRIT101 Or WRIT121 ACTG 205 COMPUTER Acgt 3 ACTG101 BGEN 201 Found of Bus Eth 3 BGEN105 and WRIT101 Or WRIT121 CAPP 156 MS Excel 3 CONSENT OF WRIT101 BGEN 201 Intro to Psych 3 WRIT095 or placement score in WRIT101 SOCI 101 Intro to Sociology 3			_	Placement or WPIT 00E			
Choose One Office Technology Course: TASK 113 Key and Doc Proc 3 CAPP 154 MS Word 3 2 nd Semester -18 credits ACTG 102 Acgt Proc II 3 ACTG101 or consent of instructor instructor instructor instructor instructor or WRIT121 ACTG 205 Computer Acgt 3 ACTG101							
TASK 113 Key and Doc Proc 3 CAPP 154 MS Word 3 2nd Semester -18 credits ACTG 102 Acgt Proc II 3 ACTG 102 or consent of instructor ACTG 205 ACTG 205 Computer Acgt 3 BGEN 201 Found of Bus Eth 3 BGEN 105 and WRIT101 or WRIT121 ACTG 101 CAPP 156 MS Excel 3 Elect Cr 3 Choose one of the following: ACTG 101 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				Placement of WKI1 095			
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Or WRIT121	ACTG 205	Computer Acgt	3	ACTG101			
Elect Cr Choose one of the following: HR 110T Career Dev and HR WRIT095 or placement score in WRIT101 SOCI 101 Intro to Sociology Intro to Sociology SOCI 101 Intro to Sociology Choose one of the following: WRIT095 or placement score in WRIT101	BGEN 201	Found of Bus Eth	3				
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PSYX 100 Intro to Psych 3 WRIT095 or placement score in WRIT101 SOCI 101 Intro to Sociology 3	Choose one of	the following:			•		
placement score in WRIT101 SOCI 101 Intro to Sociology 3	HR 110T	Career Dev and HR	3				
SOCI 101 Intro to Sociology 3 WRIT101	PSYX 100	Intro to Psych	3	WRIT095 or			
01				·			
Developmental Coursework:	SOCI 101	Intro to Sociology	3				

^{*}All pre-requisites must be passed with a C- or better