

Certificate of Applied Science – 33 credits Bookkeeping (stackable with Accounting Technology AAS)		
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 – 15 credits						
ACTG 101	Actg Proced I	3				
BGEN 105	Intro to Bus	3	Placement in WRIT 096 or higher, or C- or higher in WRIT 095			
Choose one of the following:						
M 108T	Business Math	3				
M 115	Prob and Linear	3	Placement or M 092			
M 121	College Algebra	3	Placement or M 093			
STAT 216	Intro to Statistics	3	Placement or M105/115/121			
Choose one of the following:						
WRIT 101	College Writing	3	Placement or WRIT 095			
WRIT 121T	Intro to Tech Writ	3	Placement or WRIT 095			
Choose one of the following:						
CAPP 156	MS Excel	3	CAPP 156 Preferred for accounting students			
CSCI 172	Intro Comp Model	3				
Semester Two -18 credits						
ACTG 102	Actg Proced II	3	ACTG 101			
ACTG 205	Computer Actg	3	ACTG 101			
BGEN 220	Bus Ethics & Social Responsibility	3	BGEN 105			
CAPP 266	Advanced MS Excel	3	CAPP 156 or CSCI 172			
Choose one of the following:						
PSYX 100	Intro to Psych	3	Placement or WRIT 095			
SOCI 101	Intro to Sociology	3				
Choose one of the following:						
ACTG 125	QuickBooks	3	ACTG 101, Spring only			
BFIN 205	Personal Finance	3	ACTG 101, BGEN 105, math requirement			
Developmental Coursework:						