



**ACCOUNTING TECHNOLOGY  
ASSOCIATE OF APPLIED SCIENCE**

**ADVISING WORKSHEET 2024-2025**

TRANSFER INSTITUTION(S):

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**Jacket Student Central**  
Phone: 406-247-3019  
Fax: 406-247-3095

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Course	Credits	Grade	Semester	Equivalent
<b>Recommended Preparatory Courses</b>				

<b>Required Preparatory Courses</b>				

**General Education Requirements**

CAPP	120	Introduction to Computers	3			
COMX	106	Communicating in a Dynamic Workplace	3			
M	121	College Algebra <b>or</b>	3			
M	143	Finite Math (4 credits) <b>or</b>				
M	105	Contemporary Math				
WRIT	122	Introduction to Business Writing	3			

**Required Courses**

ACTG	101	Accounting Procedures I	3			
ACTG	102	Accounting Procedures II	3			
ACTG	125	QuickBooks	3			
ACTG	130	Applied Acctg & Decision Mkg	3			
ACTG	180	Payroll Accounting	3			
ACTG	201	Principles of Financial Accounting	3			
ACTG	202	Principles of Managerial Accounting	3			
ACTG	211	Income Tax Fundamentals	3			
ACTG	215	Fnd of Govt & Non Profit Acct	3			
ACTG	250	Accounting Capstone (or Restricted Elective)	3			
ACTG	298	Internship (or Restricted Elective)	3			

BGEN	105	Intro to Business	3			
BGEN	235	Business Law	3			
BFIN	205	Personal Finance	3			
CAPP	156	MS Excel	3			

**Restricted Electives (6 credits)**

			3			
			3			

**Select 2 courses from:**

BGEN 220	Bus Ethics & Soc Responsibility	BMGT 250	Employment & Comp. Strategies
BMGT 180	Employment Law and Practices	BMKT 112	Applied Sales
BMGT 210	Small Business Entrepreneurship	BMKT 225	Marketing
BMGT 235	Business Management	BMKT 131	Intro to Social Media Mktg
BMGT 237	Human Relations in Business	ECNS 201	Principles of Microeconomics

**TOTAL MINIMUM CREDITS REQUIRED      63**  
*A grade of "C" (2.0) or higher is mandatory in all courses*

***Suggested Plan of Study***

<b>First Semester</b>	<b>Credits</b>	<b>Second Semester</b>	<b>Credits</b>
ACTG 101	3	ACTG 102	3
ACTG 125	3	ACTG 130	3
BGEN 105	3	CAPP 156	3
CAPP 120	3	COMX 106	3
WRIT 122	<u>3</u>	M 105/121/143	<u>3</u>
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>

<b>Third Semester</b>	<b>Credits</b>	<b>Fourth Semester</b>	<b>Credits</b>
ACTG 201	3	ACTG 180	3
ACTG 215	3	ACTG 202	3
ACTG 250	3	ACTG 211	3
BGEN 235	3	ACTG 298	3
BFIN 205	3	Restricted Elective	<u>3</u>
Restricted Elective	<u>3</u>	<b>TOTAL</b>	<b>15</b>
<b>TOTAL</b>	<b>18</b>		

∇ Program is available online

Transcript evaluation (if applicable completed) by: \_\_\_\_\_ on \_\_\_/\_\_\_/\_\_\_\_\_