

ACCOUNTING ASSOCIATE OF SCIENCE PROGRAM OF STUDY

The Associate of Science Program of Study in Accounting is designed to prepare students for immediate entry into the workforce at entry-level accounting positions in accounts receivable, accounts payable, payroll, inventory, bookkeeping, and other business related fields. A secondary objective of this degree is to prepare students for continuation to a four-year accounting program.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Perform basic accounting tasks and maintain accurate accounting systems including the preparation of financial statements.
- Perform accounting tasks within the legal and ethical parameters of the profession.
- Recognize and use appropriate accounting terminology.
- Develop and apply flexible solutions to accounting problems with the use of spreadsheets.
- Complete tasks for the accounting cycle using general ledger accounting software.
- Communicate financial information effectively within a business environment.

Required Courses

Code	Title	Credits
General Education Requirements (https://catalog.msubillings.edu/cc/general-education-requirements/)		31

The following General Education courses are required. Students should select General Education courses in consultation with their advisors.

Mathematics

M 143	Finite Mathematics	
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English

WRIT 101	College Writing I	
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Communication & Information Literacy

BMIS 150	Cyber Security & Electronic Co	
or COMX 115	Intro to Interpersonal Comm	
or LSCI 125	Research in the Info Age	

Natural Sciences

Select from list (<https://catalog.msubillings.edu/undergraduate/general-education-requirements/>)

Social Sciences

ECNS 201	Principles of Microeconomics	
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History

Select from list (<https://catalog.msubillings.edu/undergraduate/general-education-requirements/>)

Cultural Diversity

Select from list (<https://catalog.msubillings.edu/undergraduate/general-education-requirements/>)

Fine Arts

Select from list (<https://catalog.msubillings.edu/undergraduate/general-education-requirements/>)

Humanities

Select from list (<https://catalog.msubillings.edu/undergraduate/general-education-requirements/>)

Core Courses

ACTG 101	Accounting Procedures I	3
ACTG 102	Accounting Procedures II	3
ACTG 201	Principles of Fin Acct ²	3
ACTG 202	Principles of Managerial Acct ²	3
BGEN 235	Business Law ²	3
BGEN 240	Intro Business Data Analysis ²	3
CAPP 156	MS Excel	3
Select one of the following:		3
ACTG 125	QuickBooks	
ACTG 130	Applied Accntg & Decision Mkg	
ACTG 180	Payroll Accounting	
ACTG 211	Income Tax Fundamentals	
ACTG 215	Fnd of Govt & Not Profit Acct	
Subtotal		24
Restricted Electives		
Select a minimum of 5 credits from below, in consultation with an advisor.		5
BFIN 322	Business Finance	
BGEN 498	Internship/Cooperative Educ ¹	
ECNS 202	Principles of Macroeconomics ²	
STAT 216	Introduction to Statistics ²	
WRIT 220	Business & Prof Writing ²	
Total Minimum Credits		60

¹ Course transfers to the College of Business as a general elective.

² Course transfers to the College of Business core.

Suggested Plan of Study

Code	Title	Credits
First Semester		
ACTG 101	Accounting Procedures I	3
CAPP 156	MS Excel	3
General Education		9
Second Semester		
ACTG 102	Accounting Procedures II	3
General Education		11
WRIT 220	Business & Prof Writing	3
or STAT 216	Introduction to Statistics	
or ECNS 202	Principles of Macroeconomics	
or BFIN 322	Business Finance	
Third Semester		
ACTG 201	Principles of Fin Acct	3
BGEN 235	Business Law	3
ACTG 125	QuickBooks	3
or ACTG 180	Payroll Accounting	
or ACTG 211	Income Tax Fundamentals	
General Education		3
Restricted Elective		3
Fourth Semester		
ACTG 202	Principles of Managerial Acct	3
BGEN 240	Intro Business Data Analysis	3

General Education	6
Restricted Elective	3