

ACCOUNTING ASSISTANT CERTIFICATE OF APPLIED SCIENCE *PROGRAM PLACED ON MORATORIUM*

WRIT 122	Intro to Business Writing	3
Second Semester		
ACTG 102	Accounting Procedures II	3
ACTG 125	QuickBooks	3
ACTG 205	Computerized Accounting	3
CAPP 156	MS Excel	3
COMX 111	Intro to Public Speaking	3

The Accounting Assistant program is designed to prepare students for entry-level employment in accounts receivable, accounts payable, payroll, and general accounting. A Certificate of Applied Science is awarded upon successful completion of the required Accounting Assistant courses. All credits earned in completion of the Certificate may be applied toward the Accounting Technology Associate of Applied Science Degree. See our website at www.msubillings.edu/careers (<http://www.msubillings.edu/careers/>) for graduate data.

Program Learning Outcomes

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

- Perform basic accounting functions relative to appropriate program of accounting e.g. recording daily transactions, planning and recording adjusting and closing entries, and preparing basic financial statements using common practices and GAAP (Generally Accepted Accounting Principles).
- Identify and apply appropriate accounting procedures and methods pertaining to service, professional, or merchandising enterprises.
- Recognize and use appropriate accounting terminology.
- Recognize and synthesize business or workplace practices, procedures and laws.

Required Courses

Code	Title	Credits
ACTG 101	Accounting Procedures I	3
ACTG 102	Accounting Procedures II	3
ACTG 125	QuickBooks	3
ACTG 205	Computerized Accounting	3
BGEN 105B	Introduction to Business	3
CAPP 120	Introduction to Computers	3
CAPP 156	MS Excel	3
COMX 106	Comm in a Dynamic Workplace	3
COMX 111	Intro to Public Speaking	3
M 108	Business Mathematics	3
WRIT 122	Intro to Business Writing	3
Total Minimum Credits		33

Students should check course descriptions for required prerequisites. Math and communication requirements are usually determined by performance on placement tests or transfer credits.

Suggested Plan of Study

Code	Title	Credits
First Semester		
ACTG 101	Accounting Procedures I	3
BGEN 105B	Introduction to Business	3
CAPP 120	Introduction to Computers	3
COMX 106	Comm in a Dynamic Workplace	3
M 108	Business Mathematics	3