

# ACCOUNTING TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE

## ☐ Offered Online

The technical skills of a qualified accounting professional are needed by every business in America, large or small. The Accounting Technology program provides students with the basic knowledge of accounting processes necessary for employment. After completing the program, students will be able to record day-to-day financial transactions and prepare summary statements of business conditions.

Computers are implemented in performing accounting functions and preparing reports. As a capstone training experience, it is highly recommended that students complete a one-semester internship in an accounting technician trainee position.

This internship allows students to apply learned competencies to on-the-job situations.

This program prepares students for entry-level accounting positions as an accounting clerk, payroll clerk, bookkeeper, accounting technician, or accounting associate. Accounting clerks and bookkeepers are hired by public accounting firms, private and public organizations, and large and small businesses. See our website at [www.msbillings.edu/careers](http://www.msbillings.edu/careers) for graduate data.

### Upon successful completion of this program a student 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.

Code	Title	Credits
<b>Required Courses</b>		
ACTG 101	Accounting Procedures I	3
ACTG 102	Accounting Procedures II	3
ACTG 125	QuickBooks	3
ACTG 180	Payroll Accounting	3
ACTG 201	Principles of Fin Acct	3
ACTG 205	Computerized Accounting	3
ACTG 211	Income Tax Fundamentals	3
BGEN 105B	Introduction to Business	3
BGEN 220	Bus Ethics & Soc Respnsbility	3
BGEN 235	Business Law	3
BFIN 305	Financial Planning	3
CAPP 110	Short Courses: MS Outlook	1
CAPP 120	Introduction to Computers	3
CAPP 154	MS Word	3
CAPP 156	MS Excel	3
COMX 106	Comm in a Dynamic Workplace	3
COMX 111	Intro to Public Speaking	3
ECNS 201	Principles of Microeconomics	3
M 108	Business Mathematics	3

Select one of the following: <sup>1</sup>		3-4
M 105	Contemporary Mathematics	
M 121	College Algebra	
M 143	Finite Mathematics	
WRIT 122	Intro to Business Writing	3
ACTG 298	Internship (or a Restricted Elective)	3
<b>Total Minimum Credits</b>		<b>64</b>

<sup>1</sup> Students should check with their academic advisor to determine the specific math course that is appropriate for their plan of study.

*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
<b>First Semester</b>		
ACTG 101	Accounting Procedures I	3
BGEN 105B	Introduction to Business	3
CAPP 120	Introduction to Computers	3
CAPP 154	MS Word	3
WRIT 122	Intro to Business Writing	3
<b>Second Semester</b>		
ACTG 102	Accounting Procedures II	3
ACTG 205	Computerized Accounting	3
BGEN 235	Business Law	3
CAPP 156	MS Excel	3
COMX 106	Comm in a Dynamic Workplace	3
Select one of the following:		3-4
M 105	Contemporary Mathematics	
M 121	College Algebra	
M 143	Finite Mathematics	
<b>Third Semester</b>		
ACTG 201	Principles of Fin Acct	3
ACTG 125	QuickBooks	3
M 108	Business Mathematics	3
BGEN 220	Bus Ethics & Soc Respnsbility	3
ECNS 201	Principles of Microeconomics	3
CAPP 110	Short Courses: MS Outlook	1
<b>Fourth Semester</b>		
ACTG 180	Payroll Accounting	3
ACTG 298	Internship (or Res. Elective)	3
ACTG 211	Income Tax Fundamentals	3
COMX 111	Intro to Public Speaking	3
BFIN 305	Financial Planning	3