

ACCOUNTING TECHNOLOGY A.A.S.

Lisa Swallow, Director

Almost all organizations need either in-house financial staff or outside bookkeeping/accounting services to aid with financial data compilation and reporting. Bookkeepers and accountants maintain financial records and often participate in strategic planning and other fiscal decisions. Graduates work in small businesses as full charge bookkeepers or large businesses as members of an accounting staff. They are required to communicate extensively with vendors, clients, and employees and are often key players in business projections, cash forecasting, and budgeting. This program provides students the marketable skills for employability in a variety of organizations including service, retail, non-profit, governmental, and accounting firms. Program graduates use technology to gather, compile and analyze data. They communicate budgetary and accounting information to non-financial colleagues and managers. Students considering this program should be analytical, detail-oriented, and enjoy using current technology.

| | | |
|-------------------------|---|----|
| BFIN 205S | Personal Finance | 3 |
| CAPP 120 | Introduction to Computers | 3 |
| CAPP 156 or CSCI 172 | MS Excel Intro to Computer Modeling | 3 |
| COMX 111A | Introduction to Public Speaking | 3 |
| COMX 115S | Introduction to Interpersonal Communications | 3 |
| M 115 | Probability and Linear Mathematics | 3 |
| WRIT 101 | College Writing I | 3 |
| WRIT 121 | Intro to Technical Writing | 3 |
| Total Hours | | 63 |

Minimum Required Grade: C-

Associate of Applied Science - Accounting Technology

Missoula College

Degree Specific Credits: 63

Required Cumulative GPA: 2.0

Catalog Year: 2018-2019

Note: See Program Director for scope and sequence advising. Please refer to online schedule for online course availability.

Summary

| Code | Title | Hours |
|--|-------|-------|
| Accounting Technology Required Courses | | 63 |
| Total Hours | | 63 |

Accounting Technology Required Courses

| Code | Title | Hours |
|---|-------------------------------------|-------|
| Complete all of the following courses: | | |
| ACTG 101 | Accounting Procedures I | 4 |
| ACTG 102 | Accounting Procedures II | 4 |
| ACTG 180 | Payroll Accounting | 3 |
| ACTG 202 | Principles of Managerial Accounting | 3 |
| ACTG 211 | Income Tax Fundamentals | 4 |
| ACTG 215 | End of Govt & Not Profit Acct | 3 |
| ACTG 250 | Accounting Capstone | 4 |
| ACTG 298 | Internship | 2 |
| AMGT 240 | Admin Support for the Office | 3 |
| BGEN 105S | Introduction to Business | 3 |
| BGEN 160S | Issues in Sustainability | 3 |
| BGEN 235 | Business Law | 3 |