

# 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.

## Associate of Applied Science - Accounting Technology

### Missoula College

Degree Specific Credits: 63

Required Cumulative GPA: 2.0

Catalog Year: 2017-2018

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

### Summary

AAS Accounting Technology	60
Total Hours	60

### AAS Accounting Technology

**Rule:** All courses required.

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
BFIN 205S	Personal Finance	3
CAPP 120	Introduction to Computers	3

CAPP 156	MS Excel	3
or CSCI 172	Intro to Computer Modeling	
COMX 111A	Intro to Public Speaking	3
COMX 115S	Introduction to Interpersonal Communications	3.000
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-