



MONTANA STATE UNIVERSITY-BILLINGS

ACCOUNTING TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE

ADVISING WORKSHEET GENERAL BULLETIN 2007-2008

College of Technology
Advising Center
Phone: 406-247-3018/3020
Fax: 406-652-1729

Name _____

Student ID # _____

Course	Credits	Grade	Semester	Equivalent
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Preparatory Courses

General Education Requirements

COMT	109	Human Relations	3			
ENGL	140	Business Writing	3			
CMP	105	Introduction to Computers and Applications	3			
MATH	106 121 141	College Algebra Finite Math (4 credits) Contemporary Math	3			

Required Courses

COMT	130	Introduction to Public Speaking	3			
CTBU	108	Applied Accounting I	3			
CTBU	109	Applied Accounting II	3			
CTBU	201	Applied Accounting III	3			
CTBU	103	Payroll Accounting	3			
CTBU	105	Integrated General Ledger Accounting	3			
CTBU	106	QuickBooks	3			
CTBU	115	Keyboarding Applications/Ten Key	3			
CTBU	165	Business Law	3			
CTBU	171	Introduction to Business	3			
CMP	118	Word	3			

CMP	119	Excel	3			
CMP	121	Introduction to Microsoft Outlook	1			
CMP	262	Microsoft Access	3			
DSGN	204	Advanced Software Applications	3			
MATH	104	Business Math	3			

Restricted Electives chosen in consultation with faculty advisor – 6 credits required

Suggested Electives:

- CMP 115 Introduction to Desktop Publishing
- CMP 135 Introduction to Web Design
- CST 160 Installing, Configuring, and Administering Microsoft Windows XP Professional
- CTBU 132 Office Applications
- CTBU 175 Current Issues in Business
- CTBU 296 Cooperative Education/Internship
- DSGN 208 Multimedia Technology
- ENGL 180 Business Editing

TOTAL MINIMUM CREDITS REQUIRED 64

A grade of "C" or higher is mandatory in all required courses.

Suggested Plan of Study

First Year	Credits	Second Semester	Credits
CMP 105	3	CMP 119	3
CMP 118	3	CMP 121	1
CTBU 108	3	CMP 262	3
CTBU 109	3	COMT 109	3
CTBU 103	3	COMT 130	3
CTBU 105	3	CTBU 106	3
CTBU 115	3	CTBU 165	3
CTBU 171	3	DSGN 204	3
ENGL 140	3	MATH 106/121/141	3/4
MATH 104	3	Restricted Elective	3
Restricted Elective	3	TOTAL	31
TOTAL	33		

Evaluation _____ Date _____ Updated _____