



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 _____