

MONTANA STATE UNIVERSITY-BILLINGS



ADMINISTRATIVE ASSISTANT  
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
<b>Preparatory Courses</b>				

**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			
ENGL	180	Business Editing	1			
CTBU	103	Payroll Accounting	3			
CTBU	105 or 106	Integrated General Ledger Accounting QuickBooks	3			
CTBU	108	Applied Accounting I	3			
CTBU	109	Applied Accounting II	3			
CTBU	113	Transcription	3			
CTBU	115	Keyboarding Applications/Ten Key	3			
CTBU	131	Records and Information Management	3			
CTBU	133	Office Applications	3			
CTBU	165	Business Law	3			
CTBU	171	Introduction to Business	3			

DSGN	204	Advanced Software Applications	3			
CMP	115	Introduction to Desktop Publishing	3			
CMP	118	Word	3			
CMP	119	Excel	3			
CMP	121	Introduction to Microsoft Outlook	1			
CMP	262	Microsoft Access	3			
MATH	104	Business Math	3			

**Restricted Electives chosen in consultation with faculty advisor – 3 credits required**


**Suggested Electives:**

- CMP 135 Introduction to Web Design
- CST 160 Installing, Configuring, and Administering Microsoft Windows XP Professional
- CTBU 105 Integrated General Ledger Accounting
- or CTBU 106 QuickBooks (whichever was not taken for a degree requirement)
- CTBU 175 Current Issues in Business
- CTBU 201 Applied Accounting III
- CTBU 296 Cooperative Education/Internship
- DSGN 208 Multimedia Technology

**TOTAL MINIMUM CREDITS REQUIRED 68**

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

***Suggested Plan of Study***

<b>First Year</b>	<b>Credits</b>	<b>Second Year</b>	<b>Credits</b>
CMP 105	3	CMP 121	1
CMP 118	3	CMP 262	3
CMP 119	3	COMT 109	3
CTBU 108	3	COMT 130	3
CTBU 109	3	CTBU 103	3
CTBU 115	3	CTBU 105/106	3
CTBU 131	3	CTBU 113	3
CTBU 133	3	CTBU 165	3
CTBU 171	3	CMP 115	3
ENGL 140	3	DSGN 204	3
ENGL 180	1	MATH 106/121/141	3/4
MATH 104	3	Restricted Elective	3
<b>TOTAL</b>	<b>34</b>	<b>TOTAL</b>	<b>34</b>