

MONTANA STATE UNIVERSITY-BILLINGS



OFFICE ASSISTANT
CERTIFICATE 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
Preparatory Courses				

General Education Requirements

COMT	109	Human Relations	3			
ENGL	140	Business Writing	3			
CMP	105	Introduction to Computers and Applications	3			
MATH	104	Business Mathematics	3			

Required Courses

CTBU	108	Applied Accounting I	3			
CTBU	113	Transcription	3			
CTBU	115	Keyboarding Applications/Ten Key	3			
CTBU	131	Records and Information Management	3			
CTBU	133	Office Applications	3			
CMP	118	Word	3			
CMP	262	Microsoft Access	3			
COMT	130	Introduction to Public Speaking	3			

TOTAL MINIMUM CREDITS REQUIRED 36

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

Suggested Plan of Study

First Semester	Credits	Second Semester	Credits
CMP 105	3	CMP 118	3
CTBU 108	3	CMP 262	3
CTBU 115	3	COMT 109	3
CTBU 131	3	COMT 130	3
ENGL 140	3	CTBU 113	3
MATH 104	3	CTBU 133	3
TOTAL	18	TOTAL	18

Evaluation _____ Date _____ Updated _____