



MONTANA STATE UNIVERSITY-BILLINGS

ACCOUNTING ASSISTANT
CERTIFICATE OF APPLIED SCIENCE

ADVISING WORKSHEET GENERAL BULLETIN 2008-2009

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	109	Applied Accounting II	3			
CTBU	105	Integrated General Ledger Accounting	3			
CTBU	106	QuickBooks	3			
CTBU	115	Keyboard Applications/Ten Key	3			
CTBU	171	Introduction to Business	3			
CMP	119	Excel	3			
COMT	130	Introduction to Public Speaking	3			

TOTAL MINIMUM CREDITS REQUIRED 36

Suggested Plan of Study

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

First Semester	Credits	Second Semester	Credits
CMP 105	3	CMP 119	3
CTBU 108	3	COMT 109	3
CTBU 115	3	COMT 130	3
CTBU 171	3	CTBU 105	3
MATH 104	3	CTBU 106	3
ENGL 140	3	CTBU 109	3
TOTAL	18	TOTAL	18

Evaluation _____ Date _____ Updated _____