

MONTANA STATE UNIVERSITY-BILLINGS



ADMINISTRATIVE ASSISTANT
ASSOCIATE 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	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

First Year	Credits	Second Year	Credits
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
TOTAL	34	TOTAL	34