

MONTANA STATE UNIVERSITY BILLINGS



ADMINISTRATIVE ASSISTANT
ASSOCIATE OF APPLIED SCIENCE

ADVISING WORKSHEET 2011-2012

College of Technology
Jacket Student Central
Phone: 406-247-3019
Fax: 406-247-3095

Name _____

Student ID # _____

Course	Credits	Grade	Semester	Equivalent
Recommended Preparatory Courses				

Required Preparatory Courses				

General Education Requirements

COMT	109	Human Relations	3			
WRIT	122	Intro to Business Writing	3			
CAPP	120	Introduction to Computers	3			
M	121	College Algebra	3			
	143	Finite Mathematics (4 credits)				
	105	Contemporary Mathematics				

Required Courses

ACTG	101	Accounting Procedures I	3			
ACTG	102	Accounting Procedures II	3			
ACTG	180	Payroll Accounting	3			
ACTG	205 or 125	Computerized Accounting QuickBooks	3			
CAPP	110	Short Courses: MS Outlook	1			
CAPP	154	MS Word	3			
CAPP	156	MS Excel	3			
CAPP	158	MS Access	3			
CMP	115	Introduction to Desktop Publishing	3			Substitute Restricted Elective
COMT	130	Introduction to Public Speaking	3			
CTBU	165	Business Law	3			

CTBU	171	Introduction to Business	3			
DSGN	204	Advanced Software Applications	3			
M	108	Business Mathematics	3			
TASK	115	Keyboarding Applications/Ten Key	3			
TASK	145	Records Management	3			
TASK	202	Machine Transcription	3			
TASK	230	Office Career Success	3			
WRIT	180	Editing for Business Writing	1			

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

TOTAL MINIMUM CREDITS REQUIRED 68

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

Suggested Electives:

- CMP 135 Introduction to Web Design
- ITS 161 MS Windows 7
- ACTG 205 Computerized Accounting
- or ACTG 125 QuickBooks (whichever was not taken for a degree requirement)
- ACTG 103 Accounting Procedures III
- TASK 298 Cooperative Education/Internship
- DSGN 208 Multimedia Technology

Suggested Plan of Study

First Year	Credits	Second Year	Credits
CAPP 120	3	CAPP 110	1
CAPP 154	3	CAPP 158	3
CAPP 156	3	COMT 109	3
ACTG 101	3	COMT 130	3
ACTG 102	3	ACTG 180	3
TASK 115	3	ACTG 205/125	3
TASK 145	3	TASK 202	3
TASK 230	3	CTBU 165	3
CTBU 171	3	CMP 115	3
WRIT 122	3	DSGN 204	3
WRIT 180	1	M 121/143/105	3/4
M 108	3	Restricted Elective	3
TOTAL	34	TOTAL	34

Transcript evaluation (if applicable completed) by: _____ on ___/___/_____



MSUBILLINGS

College of Technology

2011-2012 Administrative Assistant AAS Plan of Study

for _____

Date: _____

ADMINISTRATIVE ASSISTANT AAS

Semester (_____)

Semester (_____)

Course	Credits	Course	Credits
Total		Total	

Semester (_____)

Semester (_____)

Course	Credits	Course	Credits
ACTG 101	3	ACTG 102	3
CAPP 120	3	CAPP 154	3
TASK 115	3		
Total		Total	

Semester (_____)

Semester (_____)

Course	Credits	Course	Credits
ACTG 103	3		
Total		Total	

NOTES: