

**MONTANA STATE UNIVERSITY BILLINGS**



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

**OFFICE ASSISTANT  
CERTIFICATE OF APPLIED SCIENCE**

**ADVISING WORKSHEET 2013-2014**

Name \_\_\_\_\_

Student ID # \_\_\_\_\_

Course	Credits	Grade	Semester	Equivalent
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**Recommended Preparatory Courses**


**Required Preparatory Courses**


**General Education Requirements**

CAPP	120	Introduction to Computers	3			
COMX	106	Communicating in a Dynamic Workplace	3			
M	108	Business Mathematics	3			
WRIT	122	Intro to Business Writing	3			

**Required Courses**

ACTG	101	Accounting Procedures I	3			
CAPP	154	MS Word	3			
CAPP	158	MS Access	3			
COMX	111	Introduction to Public Speaking	3			
TASK	115	Keyboarding Applications/Ten Key	3			
TASK	145	Records Management	3			
TASK	202	Machine Transcription	3			
TASK	230	Office Career Success	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
CAPP 120	3	CAPP 154	3
ACTG 101	3	CAPP 158	3
TASK 115	3	COMX 106	3
TASK 145	3	COMX 111	3
WRIT 122	3	TASK 202	3
M 108	3	TASK 230	3
<b>TOTAL</b>	<b>18</b>	<b>TOTAL</b>	<b>18</b>

**Transcript evaluation (if applicable completed) by: \_\_\_\_\_ on \_\_/\_\_/\_\_\_\_**

## Developing a Plan of Study

To facilitate course planning and scheduling, students should be aware that not all courses are offered every semester. Some courses require pre-requisites and preparatory courses to be successfully completed or co-requisites be taken simultaneously.

### Selected Courses and Prerequisites

**Key:** F= Fall; S=Spring; X=Summer; # = online

### Office Assistant Certificate Program Requirements:

Course	Required Pre-requisite	Recommended Pre-requisite	Required Co-Requisite	Recommended Co-requisite	Term Offered
<b>ACTG 101</b>		M090 or higher			F, F#, S, S#
<b>CAPP 120</b>					F, F#, S, S#, X, X#
<b>CAPP 154</b>	CAPP 120				F, F#, S, S#, X#
<b>CAPP 158</b>	CAPP 120				F, F#, S, S#
<b>COMX 106</b>					F, F#, S, S#, X, X#
<b>COMX 111</b>					F, F#, S, S#, X
<b>M108</b>	WRIT 065 or appropriate placement				F#, S
<b>TASK 115</b>					F, F#, S
<b>TASK 145</b>	CAPP 120				F, S, S#
<b>TASK 202</b>	TASK 115, CAPP 154				F, S
<b>TASK 230</b>					F, S
<b>WRIT 122</b>	WRIT 095, WRIT 104, or appropriate placement	WRIT 104			F, F#, S, S#, X, X#

## Program Specific Information

Students should know the following information:

- 1.) The Administrative Assistant program offers both Certificate and Associate of Applied Science options. A student may choose to start with the Office Assistant Certificate and continue on the AAS option.
- 2.) The Bachelor of Applied Science (BAS) degree is available to students with an Associate of Applied Science (AAS) degree. Students may enroll on the main campus of MSU Billings and take upper division credits in existing areas of study which will complement the student's AAS credits already earned. The transferability of the AAS courses will be determined course by course. Students anticipating transferring are encouraged to consult with their advisor. ACTG 101 must be taken before any other accounting courses. Students have much more flexibility once that course is completed.
- 3.) CMP 115 has not been on the schedule for several semesters. A reasonable restricted elective may be substituted for that option. A business, computer, or communication course is often a good choice.
- 4.) This is a very flexible program with part time and full time options. This program **cannot** be completed entirely online.



# 2013-2014 Office Assistant CAS Plan of Study

for \_\_\_\_\_

Date: \_\_\_\_\_

Semester (\_\_\_\_\_)

Semester (\_\_\_\_\_)

Course	Credits	Course	Credits
<b>Total</b>		<b>Total</b>	

Semester (\_\_\_\_\_)

Semester (\_\_\_\_\_)

Course	Credits	Course	Credits
ACTG 101	3	CAPP 154	3
CAPP 120	3	CAPP 158	3
TASK 115	3	COMX 106	3
TASK 145	3	COMX 111	3
WRIT 122	3	TASK 202	3
M 108	3	TASK 230	3
<b>Total</b>		<b>Total</b>	

Semester (\_\_\_\_\_)

Semester (\_\_\_\_\_)

Course	Credits	Course	Credits
<b>Total</b>		<b>Total</b>	

Number of earned credits that apply toward degree: \_\_\_\_\_

Number of credits left to earn for degree: \_\_\_\_\_

**CERTIFICATION:** The courses listed are **required** for the student's degree.

Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_