MONTANA STATE UNIVERSITY BILLINGS

ADMINISTRATIVE ASSISTANT
ASSOCIATE OF APPLIED SCIENCE

ADVISING WORKSHEET 2013-2014

City College
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

Course			Credits	Grade	Semester	Equivalent
CAPP	120	Introduction to Computers	3			
COMX	106	Communicating in a Dynamic Workplace	3			
M	121	College Algebra	3			
	143	Finite Mathematics (4 credits)				
	105	Contemporary Mathematics				
WRIT	122	Intro to Business Writing	3			

Required Courses

Course			Credits	Grade	Semester	Equivalent
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			
BGEN	105	Introduction to Business	3			
BGEN	235	Business Law	3			
CAPP	110	Short Courses: MS Outlook	1			
CAPP	154	MS Word	3			
CAPP	156	MS Excel	3			
CAPP	158	MS Access	3			
CAPP	172	Advanced Software Applications	3			

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CMP	115	Introduction to Desktop Publishing	3				Substitute Restricted Elective
COMX	111	Introduction to Public Speaking	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
MART 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	COMX 106	3
ACTG 101	3	COMX 111	3
ACTG 102	3	ACTG 180	3
TASK 115	3	ACTG 205/125	3
TASK 145	3	TASK 202	3
TASK 230	3	BGEN 235	3
BGEN 105	3	CMP 115	3
WRIT 122	3	CAPP 172	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 __/___/_____

Updated 5/13/2013

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 prerequisites and preparatory courses need to be completed in the first two semesters.

Selected Courses and Prerequisites
Key: F= Fall; S=Spring; Su=Summer; # = online

Administrative Assistant Associate of Applied Science Program Requirements:

Course	Required Pre-requisite	Recommended Pre-requisite	Required Co-Requisite	Recommended Co-requisite	Term Offered
ACTG 101		M090 or higher			F, F#, S, S#
ACTG 102	ACTG 101				F#, S
ACTG 125 or ACTG 205	ACTG 101, 102				F#, S or F, S#
ACTG 180	ACTG 101				F#, S
BGEN 105					F, F#, S, S#
BGEN 235					F, F#, S, S#
CAPP 110	CAPP 120				F, S
CAPP 120					F, F#, S, S#, X, X#
CAPP 154	CAPP 120				F, F#, S, S#
CAPP 156	CAPP 120				F, F#, S, S#
CAPP 158	CAPP 120				F, F#, S, S#
CAPP 172	CAPP 120				F, S
CMP 115	CAPP 120				No longer offered.
COMX 106					F, F#, S, S#, X, X#
COMX 111					F, F#, S, S#, X, X
TASK 115					F, F#, S
TASK 145	CAPP 120				F, S, S#
TASK 202	CAPP 154 and TASK 115				F, S
TASK 230					F, S
M108	M 065 or appropriate placement				F#, S
M121 or M143 or M105	M 095 or appropriate placement				F, F#, S, S#, X, X# Note: M 105 and M 143 only offered online during the summer.
WRIT 122	WRIT 095 or appropriate placement	WRIT 104			F, F#, S, S#, X, X#
WRIT 180	WRIT 101, 121, or 122				S
Restricted Electives (3 credits)	May require ACTG 101, ACTG 102, or CAPP 120				F, F#, S, S#, X, X# Note: Not all electives may be offered every semester.

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.) Students that earn an AAS degree and want to further their education thus career; are able to go on for a Bachelor of Applied Science degree through the university campus MSUB. Students can work to complete General Education requirements and take upper division credits in areas of study which will complement their AAS credits already earned. There are a variety of options and thematic concentrations for completing the BAS degree. Please consult with an advisor for more information.

3.) ACTG 101 must be taken before any other accounting courses. Students have much more flexibility once that course is completed.

4.) A reasonable restricted elective may be substituted for CMP 115. Please choose from Suggested Electives or consult with a City College Advisor.

5.) This is a very flexible program with part time and full time options. This program **cannot** be completed entirely online.

2013-2014 Administrative Assistant AAS
Plan of Study

MSU BILLINGS

City College

for_____

Date: _____

Semester (_____)

Course	Credits	Course	Credits
Total		**Total**	

Semester (_____)

Course	Credits	Course	Credits
*ACTG 101	3	*ACTG 102	3
*CAPP 120	3	*ACTG 180	3
*TASK 115	3	*CAPP 154	3
BGEN 105	3	CAPP 110	1
Gen Ed: M	3	COMX 106	3
Gen Ed: WRIT	3	TASK 145	3
Total	18	**Total**	16

Semester (_____)

Course	Credits	Course	Credits
*ACTG 125/205	3	CAPP 158	3
*TASK 202	3	CMP 115	3
BGEN 235	3	CAPP 172	3
CAPP 156	3	TASK 230	3
COMX 111	3	WRIT 180	1
M 108	3	Restricted Elective:	3
Total	18	**Total**	16

* These courses need to be taken in the prescribed sequence based on prerequisite requirements and course availability.

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: _____

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