



MONTANA STATE UNIVERSITY BILLINGS

ADMINISTRATIVE ASSISTANT ASSOCIATE OF APPLIED SCIENCE

ADVISING WORKSHEET 2014-2015

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

Name _____

Student ID # _____

| Course | Credits | Grade | Semester | Equivalent |
|--|---------|-------|----------|------------|
| Recommended Preparatory Courses | | | | |
| | | | | |
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|-------------------------------------|--|--|--|--|
| Required Preparatory Courses | | | | |
| | | | | |
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General Education Requirements

| | | | | | | |
|------|-----|--------------------------------------|---|--|--|--|
| 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

| | | | | | | |
|------|------------|------------------------------------|---|--|--|--|
| 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 | | | Substitute with a Restricted Elective |
| CMP | 115 | Introduction to Desktop Publishing | 3 | | | Substitute with a 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:

| | |
|-------------|---|
| CSCI 181 | Introduction to Web Design |
| ITS 163 | MS Windows 8 |
| 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 _____

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 | CAPP 156 | | | 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, 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.



2014-2015 Administrative Assistant AAS Plan of Study

for _____

Date: _____

Semester _____

Semester _____

| Course | Credits | Course | Credits |
|--------------|---------|--------------|---------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total | | Total | |

Semester _____

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 _____

Semester _____

| Course | Credits | Course | Credits |
|---------------|---------|----------------------|---------|
| *ACTG 125/205 | 3 | CAPP 158 | 3 |
| *TASK 202 | 3 | CMP 115 (Res elec) | 3 |
| BGEN 235 | 3 | CAPP 172 (Res elec) | 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: _____