

MONTANA STATE UNIVERSITY BILLINGS



OFFICE ASSISTANT
CERTIFICATE 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				
CAPP 120	3			Introduction to Computers
COMT 109	3			Human Relations
M 108	3			Business Mathematics
WRIT 122	3			Intro to Business Writing

Required Courses				
ACTG 101	3			Accounting Procedures I
CAPP 154	3			MS Word
CAPP 158	3			MS Access
COMT 130	3			Introduction to Public Speaking
TASK 115	3			Keyboarding Applications/Ten Key
TASK 145	3			Records Management
TASK 202	3			Machine Transcription
TASK 230	3			Office Career Success

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	COMT 109	3
TASK 145	3	COMT 130	3
WRIT 122	3	TASK 202	3
M 108	3	TASK 230	3
TOTAL	18	TOTAL	18

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



MSUBILLINGS

College of Technology

2011-2012 Office Assistant CAS Plan of Study

for _____

Date: _____

OFFICE ASSISTANT CAS

Semester (_____)

Semester (_____)

Course	Credits	Course	Credits
Total		Total	

Semester (_____)

Semester (_____)

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

Semester (_____)

Semester (_____)

Course	Credits	Course	Credits
Total		Total	

NOTES: