

Fort Peck Community College
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 Poplar MT 59255

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ADVISOR WORKSHEET

CERTIFICATE - BUSINESS ASSISTANT EFFECTIVE FALL 2017 - SUMMER 2019

Student _____
 Date _____
 Advisor _____

GENERAL EDUCATION REQUIREMENTS		CRS	SEMESTER			YEAR	GR	COMMENTS
	Communications - 3 Credits		FA	SP	SU			
WRIT 101/104	College Writing/Workplace Communications	3	FA	SP	SU			
	Computer Applications - 3 Credits							
CAPP 131	BASIC MS OFFICE	3	FA	SP	SU			
	Human Relations - 1 Credit							
HS 100	Human Relations	1	FA	SP	SU			
	Mathematics - 3-4 Credits							
M 111/121	Technical Mathematics/College Algebra	3-4	FA	SP	SU			
Total General Education credits required for degree		10-11						
PROGRAM OF STUDY COURSES		CRS	SEMESTER			YEAR	GR	COMMENTS
ACTG 180	Payroll Accounting	3	FA	SP	SU			
ACTG 201	Principles of Financial Accounting	4	FA	SP	SU			
TASK 145	Records Management	3	FA	SP	SU			
TASK 210	Office Success Strategies	3	FA	SP	SU			
WRIT 122	Business Writing	3	FA	SP	SU			
	Electives (ONLY from list)	4	FA	SP	SU			
Total Program of Study credits required for degree.		20						
Total credits required for degree.		30-31						