

Fort Peck Community College



Advisor: _____

Credit Hours: 28/29

Degree: Certificate

Major: Business Assistant

Student Name: _____

Catalog Year: 2025-2027

First Year Fall Semester

General Education Courses	Credit	√	Program Requirements	Credit	√	
WRIT 101 (Writing)	3	☐	ACTG 201 Principles of Financial Accounting	4	☐	
CAPP 131 (Technology)	3	☐	CAPP 156	3	☐	
M 111/121 (Mathematics)	3	☐			☐	
		☐			☐	
		☐			☐	Semester Totals
General Education Courses Total	9		Program Requirement Totals	7		16

First Year Spring Semester

General Education Courses	Credit	√	Program Requirements	Credit	√	
		☐	ACTG 180/202 Payroll/Managerial Accounting	3 or 4	☐	
		☐	AMGT145 Records Management	3	☐	
		☐	AMGT 210 Office Success Strategies	3	☐	
		☐	WRIT 122	3	☐	
		☐			☐	Semester Totals
General Education Courses Total			Program Requirement Totals	12 or 14		12

Second Year Fall Semester

General Education Courses	Credit	√	Program Requirements	Credit	√	
		☐			☐	
		☐			☐	
		☐			☐	
		☐			☐	
		☐			☐	Semester Totals
General Education Courses Total			Program Requirement Totals			

Second Year Spring Semester

General Education Courses	Credit	√	Program Requirements	Credit	√	
		☐			☐	
		☐			☐	
		☐			☐	
		☐			☐	
		☐			☐	Semester Totals
General Education Courses Total			Program Requirement Totals			
TOTAL GENERAL EDUCATION CREDITS	9		TOTAL REQUIREMENT CREDITS	19/20		
*Pre-Requisite Required			TOTAL MAJOR CREDITS			28/29

OFFICIAL 9.23.25