

**Associate of Applied Science – 60 credits
Administrative Office Management Specialist**

Name:	Date of Entry:	Advisor:
Dual Major With:	Academic Plan Advisor:	
Transferred From:		
Credit Hours Transferred In:	Must complete 1/3 of degree through Helena College	

Course #	Course Title	CR	Pre - Requisites	SEM	Grade	Comments
First Semester (15 credits)						
M108T or any Core M Course	Business Math or any Core M Course	3	Depends on M Course			
WRIT 121T or WRIT 101	Intro to Technical Writing or College Writing	3	Placement in WRIT 101/121, or Co-req. WRIT 096 if necessary			
AMGT 150	Customer Service Strategies	3				
CAPP 131	Basic MS Office	3				
LEG 121	Law, Society and Legal Reasoning	3	<i>Fall Only</i>			
Second Semester (15 credits)						
AMGT 210	Office Success Strategies	3				
BGEN 105	Intro to Business	3				
CAPP 153	MS PowerPoint	3	Recommended CAPP 131			
CAPP 154	MS Word	3	Recommended CAPP 131			
CAPP 156	MS Excel	3	Recommended CAPP 131			
Third Semester (15 credits)						
ACTG 101	Accounting Procedures I	3				
BGEN 235	Business Law I	3	BGEN 105			
BMGT 215	Human Resource Management	3	BGEN 105			
COMX 111	Intro to Public Speaking	3				
Choose one of the following:						
SOCI101	Intro to Sociology	3				
PSYX100	Intro to Psychology	3				
Fourth Semester (15 credits)						
AMGT 299	Integrated Office Capstone	3	CAPP 153, 154, 156, and Instructor Consent			
BGEN 220	Business Ethics and Social Responsibility	3	BGEN 105 and WRIT101 or WRIT 121T			
BMGT 263	Legal Issues in Human Resources	3	BGEN 105 Spring only			
BMGT235	Management	3	BGEN 105 and WRIT101 or WRIT 121T			
CAPP 266	Advanced Excel	3	CAPP 156			
Choose One :						