

**Certificate of Applied Science – 30 credits
Administrative Support**

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	Placement depends on course			
WRIT 121 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	Introduction to Business	3				
CAPP 153 or CAPP 154	MS PowerPoint or Word	3	Recommended CAPP 131; Word offered in <i>Spring Only</i> ; PowerPoint offered in <i>Fall Only</i>			
ACTG 101	Accounting Procedures	3				
CAPP 156	MS Excel	3	Recommended CAPP 131			