Administrative Office Management Specialist – 68 credits for AAS						
Name:				Date of Entry:		Advisor:
Dual Major With:				Academic Plan Advisor:		
Transferred From:						
Credit Hours Transferred In:				Must complete 50% of degree through Helena College		

Course #	Course Title	CR	Pre - Requisites	SEM	Grade	Comments
Semester One		18				
CAPP 153	MS PowerPoint	3				
TASK 113	Key/Doc Processing	3				
TASK 150	Customer Service Strategies	3				
BGEN 105	Intro to Business	3				
M108T or M 121	Business Math or College Algebra	3	"C-" or better in placement or M065			
COMX 111	Intro to Public Speaking	3				
Semester Two		18				
CAPP 154	MS Word	3				
ACTG 101	Accounting Procedures I	3				
CAPP 156	MS Excel	3				
CAPP 158	MS Access	3				
WRIT 121T or WRIT 101	Intro to Technical Writing or College Writing	3	"C-" or better in placement or 095			
Elect Cr		3				
Semester Three		18				
CAPP 266	Advanced MS Excel	3	CAPP 156			
CAPP 155	MS Publisher	3	*Fall only*			
BGEN 235	Business Law I	3	BUS 105			
BMGT 215	Human Resource Management	3	BUS 105			
Elect Cr		3				
Choose one of the following:						
SOCI101	Intro to Sociology	3				
PSYX100	Intro to Psychology	3				
HR 110T	Career Development and Human Relations	3				
Semester Four		15				
TASK 299	Integrated Office Capstone	3	CAPP 254, CAPP 138, CAPP 153 *Spring only*			
BGEN 201	Foundations of Business Ethics	3	BUS 105 WRIT101 or WRIT 121T			
BMGT 263	Legal Issues in Human Resources	3	BUS 105			
TASK 210	Office Success Strategies	3	*Spring only*			
BMGT235	Management	3	BUS 105 WRIT101 or WRIT 121T			
Developmental Coursework:						

Revised 04/2014