

Administrative Office Management Specialist – 63 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				
AMGT 113	Key/Doc Processing	3				
AMGT 150	Customer Service Strategies	3				
BGEN 105	Intro to Business	3				
M108T or 100 level M	Business Math or 100 level math	3				
COMX 111	Intro to Public Speaking	3				
Semester Two		15				
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			
Semester Three		15				
CAPP 266	Advanced MS Excel	3	CAPP 156			
CAPP 155	MS Publisher	3	<i>Fall only</i>			
BGEN 235	Business Law I	3	BGEN 105			
BMGT 215	Human Resource Management	3	BGEN 105			
Choose one of the following:						
SOCI101	Intro to Sociology	3				
PSYX100	Intro to Psychology	3				
Semester Four		15				
AMGT 299	Integrated Office Capstone	3	CAPP 153, 154, 156, and 158			
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 <i>Spring only</i>			
AMGT 210	Office Success Strategies	3	<i>Spring only</i>			
BMGT235	Management	3	BGEN 105 and WRIT101 or WRIT 121T			
Developmental Coursework:						