

Administrative Office Management Specialist – 60 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
<b>Semester One</b>		15				
CAPP 153	MS PowerPoint	3				
CAPP 154	MS Word	3				
AMGT 150	Customer Service Strategies	3				
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, or "C-" or better in WRIT 095			
<b>Semester Two</b>		15				
BGEN 105	Intro to Business	3	Placement in WRIT 096 or higher, or "C-" or higher in WRIT 095			
ACTG 101	Accounting Procedures I	3				
CAPP 156	MS Excel	3				
AMGT 210	Office Success Strategies	3				
COMX 111	Intro to Public Speaking	3				
<b>Semester Three</b>		15				
CAPP 266	Advanced MS Excel	3	CAPP 156			
ELCT	Elective Credit	3				
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				
<b>Semester Four</b>		15				
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 <i>Spring only</i>			
ELCT	Elective Credit	3				
BMGT235	Management	3	BGEN 105 and WRIT101 or WRIT 121T			
<b>Developmental Coursework:</b>						