

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
1st Semester – 18 credits						
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	Placement or M065 for M108; M095 for M 121			
COMX 111	Intro to Public Speaking	3				
2nd Semester – 17 Credits						
CAPP 154	MS Word	3				
TASK 201	Production Keyboarding	2	TASK 113			
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				
3rd Semester – 18 Credits						
CAPP 266	Advanced MS Excel	3	CAPP 156			
CAPP 155	MS Publisher	3	<i>Fall only</i>			
CAPP 254	Advanced MS Word	3	CAPP 154 or TASK 113			
BGEN 235	Business Law I	3	BUS 105			
BMGT 215	Human Resource Management	3	BUS 105			
Choose one of the following:						
SOCI101	Intro to Sociology	3				
PSYX100	Intro to Psychology	3				
HR 110T	Career Development and Human Relations	3				
4th Semester – 15 Credits						
TASK 299	Integrated Office Capstone	3	CAPP 254, CAPP 138, CAPP 153 <i>Spring only</i>			
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	<i>Spring only</i>			
Choose one of the following:						
BMGT235	Management	3	BUS 105 WRIT101 or WRIT 121T			
PSYX 161	Fundamentals of Organizational Psych	3				
Developmental Coursework:						