

| Administrative Office Management Specialist – 69 credits for AAS | | |
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| Name: Deseree Smith | 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 115 or M 121 | Business Math or Prob and Linear or College Algebra | 3 | C- or better M 088 C- or better M 098 | | | |
| 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 or CSCI 172 | | | |
| 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 | | | |
| Elect Cr | | 3 | | | | |
| Choose one of the following: | | | | | | |
| SOCI101 | Intro to Sociology | 3 | | | | |
| PSYX100 | Intro to Psychology | 3 | C- in WRIT 095 or placement in WRIT 101 | | | |
| HR 110T | Career Devel/HR | 3 | | | | |
| Semester Four | | 15 | | | | |
| TASK 299 | Integrated Office Capstone | 3 | CAPP 153, CAPP 154, CAPP 156, CAPP 158 <i>Spring only</i> | | | |
| 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> | | | |
| TASK 210 | Office Success Strategies | 3 | <i>Spring only</i> | | | |
| BMGT 235 | Management | 3 | BGEN 105 and WRIT101 or WRIT 121T | | | |
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| Developmental Coursework: | | | | | | |
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