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Securing your future in

MISSOULA COLLEGE

UNIVERSITY OF MONTANA

1205 E. Broadway
Missoula MT 59802

Business Technology



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Program website: <http://mc.umt.edu/business-tech/administrativemanagement/default.php>

Admissions: MCadmissions@umontana.edu (Recommended) | 406-243-6266 | 800-462-8636

<http://www.umt.edu/admissions/>

Financial Aid: 406-243-5373 | Faid@mso.umt.edu | <http://www.umt.edu/finaid/apply-for-aid/default.php>

Administrative Management-Associate of Applied Science 2019-2020

First Year

		A	S
___ BGEN 105S	Introduction to Business	3	
___ BGEN 235	Business Law		3
___ BMGT 245	Customer Service Management	4	
___ CAPP 120	Introduction to Computers	3	
___ CAPP 154*	MS Word		3
___ CSCI 172	Introduction to Computer Modeling		3
	or		
___ CAPP 156*	MS Excel		
___ COMX 115S	Intro to Interpersonal Communications	3	
___ COMX 250	Introduction to Public Relations		3
___ M 115**	Probability & Linear Math		3
	or		
___ M 105**	Contemporary Mathematics		
___ WRIT 101**	College Writing I	3	

Total Credits

16 15

Second Year

		A	S
___ AMGT 240*	Administrative Support for the Office	3	
___ ACTG 101	Accounting Procedures I	4	
___ BMGT216	Psychology of Management and Supervision	4	
___ BMGT 212*	Critical Analysis for Business		3
	or		
	Approved Intermediate Writing Course		
___ CAPP 254*	Advanced MS Word		3
___ COMX 111A	Introduction to Public Speaking		3
___ MART 214*	Digital Publishing & Design	3	
___ MART 232*	Interactive Web II		3
___ ITS 221*	Project Management	3	
___ AMGT 298	Administrative Management Internship and co-requisite		2
___ COMX102	Interpersonal Skills in the Workplace		1

Total Credits

17 15

Program Credits: 62 (first year, CAS, 31 credits)

*Indicates prerequisite needed

**Placement in course(s) determined by placement assessment

Relevant
Practical
Valuable

See advisor to apply for graduation:
Certificate of Applied Science,
Customer Relations
(available fully online)

See advisor to apply for graduation:
Associate of Applied Science,
Administrative Management