

Computer Skills Specialist – 30 credits for CAS		
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 – 15 Credits							
TASK 113	Keyboarding and Doc Processing	3					
CAPP 154	MS Word	3					
CAPP 156	Excel	3					
Choose one of the following: (3 Credits)							
M 108T or M 121	Business Math or College Algebra	3	"C-" or higher in placement test or M065				
M 121	College Algebra	3					
Choose one of the following: (3 Credits)							
WRIT 121	Intro to Technical Writing	3	"C-" or better in placement or 095				
WRIT 101	College Writing	3					
Semester Two – 15 Credits							
CAPP 153	MS PowerPoint	3					
TASK 150	Customer Service Strategies	3					
CAPP 155	MS Publisher	3	<i>Fall only</i>				
CAPP 266	Advanced MS Excel	3					
Choose one of the following: (3 Credits)							
CAPP 158	MS Access	3					
MART 145	Web Design	3					
Developmental Coursework:							