

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				
CAPP 154	MS Word	3				
CAPP 156	MS Excel	3				
AMGT 150	Customer Service Strategies	3				
M 108T, or any Core M Course	Business Math, or any Core M Course	3	Placement depends on course			
WRIT 121 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			
Semester Two		15				
CAPP 153	MS PowerPoint	3				
CAPP 266	Advanced MS Excel	3	CAPP 156 or CSCI 172, CAPP 156 recommended			
AMGT 210	Office Success Strategies	3	<i>Spring Only</i>			
BGEN 105	Introduction to Business	3	Placement in WRIT 096 or higher, or "C-" or higher in WRIT 095			
Choose one of the Following:						
PSYX 100	Intro to Psychology	3	Placement into WRIT 101 or 121T			
SOCI 101	Into to Sociology	3				