

Legal Support 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							
OT 161	Legal Terminology	3	<i>Fall only</i>				
TASK 113 or CAPP 154	Key/Doc Processing or MS Word	3					
OT 107	Intro to Paralegal Studies	3	<i>Fall only</i>				
M108T M115 M 121	Business Math or, Prob or Linear or, College Algebra	3	C- or higher in M 088 C- or higher in M 098				
WRIT 121T or WRIT 101	Intro to Technical Writing or College Writing	3	C- or better in placement or 095				
Semester Two							
CAPP 153 or CAPP 155	MS PowerPoint or MS Publisher	3					
OT 165	Intro to Legal Research	3	<i>Spring only</i>				
OT 223	Intro to Civil Litigation and Montana Courts	3	<i>Spring only</i>				
CAPP 156	MS Excel	3					
TASK 210	Office Success Strategies	3	<i>Spring only</i>				
Developmental Coursework:							