

Computer Skills Specialist – 30 credits Certificate of Applied Science		
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
<b>1<sup>st</sup> Semester – 15 Credits</b>						
TASK 113	Keyboarding and Doc Processing	3				
CAPP 154	MS Word	3				
CAPP 156	Excel	3				
Choose one of the following:						
M 108T	Business Math	3	Placement or M 065			
M 121	College Algebra	3	Placement or M 095			
Choose one of the following:						
WRIT 121T	Intro to Technical Writing	3	Placement or WRIT 095			
WRIT 101	College Writing	3	Placement or WRIT 095			
<b>2<sup>nd</sup> Semester – 15 Credits</b>						
CAPP 153	MS PowerPoint	3				
TASK 150	Customer Service Strategies	3				
CAPP 254	Advanced MS Word	3	CAPP 154 or TASK 113			
CAPP 266	Advanced MS Excel	3				
Choose one of the following:						
CAPP 158	MS Access	3	CAPP 131			
MART 145	Web Design	3				
<b>Developmental Coursework:</b>						