

| Legal Support Specialist – 30 credits Certificate of Applied Science | | |
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| 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 | |
|---|--|----|-----------------------|-----|-------|----------|--|
| 1st Semester – 14 Credits | | | | | | | |
| OT 161 | Legal Terminology | 2 | <i>Fall only</i> | | | | |
| CAPP 156 | MS Excel | 3 | | | | | |
| Choose one of the following: | | | | | | | |
| TASK 113 | Keyboarding and Docu Processing | 3 | | | | | |
| CAPP 154 | MS Word | 3 | | | | | |
| Choose one of the following: | | | | | | | |
| M108T | 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 | | | | |
| 2nd Semester – 16 credits | | | | | | | |
| TASK 150 | Customer Service Strategies | 3 | | | | | |
| CAPP 254 | Advanced MS Word | 3 | CAPP 154 or TASK 113 | | | | |
| OT 165 | Intro to Legal Research | 2 | <i>Spring only</i> | | | | |
| OT 223 | Intro to Civil Litigation and Montana Courts | 2 | <i>Spring only</i> | | | | |
| TASK 210 | Office Success Strategies | 3 | <i>Spring only</i> | | | | |
| Choose one of the following: | | | | | | | |
| CAPP 266 | Advanced MS Excel | 3 | CAPP 156 | | | | |
| CAPP 153 | MS Access | 3 | CAPP 131 | | | | |
| Developmental Coursework: | | | | | | | |
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