

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						
TASK 113	Keyboarding and Doc Processing	3				
CAPP 154	MS Word	3				
CAPP 156	Excel	3				
M 108T M 115 M 121	Business Math or Prob or Linear College Writing	3	C- or higher in M 088 C- or higher in M 098			
WRIT 121 or WRIT 101	Intro to Technical Writing or College Writing	3	C- or better in placement or 095			
Semester Two						
CAPP 153	MS PowerPoint	3				
TASK 150	Customer Service Strategies	3				
CAPP 158 or MART 145	MS Access or Web Design	3				
CAPP 155	MS Publisher	3	<i>Fall only</i>			
CAPP 266	Advanced MS Excel	3	CAPP 156 or CSCI 172			
Developmental Coursework:						