

| Computer Skills Specialist – 30 credits for CAS | | |
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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 |
|----------------------------------|---|----|------------------------------------|-----|-------|----------|
| Semester One | | | | | | |
| AMGT 113 | Keyboarding and Doc Processing | 3 | | | | |
| CAPP 156 | MS Excel | 3 | | | | |
| CAPP 155 | MS Publisher | 3 | <i>Fall only</i> | | | |
| M 108T, or any 100+ level Math | Business Math, or any 100+ level Math | 3 | Placement depends on course | | | |
| 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 154 | MS Word | 3 | | | | |
| CAPP 266 | Advanced MS Excel | 3 | CAPP 156 or CSCI 172 | | | |
| Developmental Coursework: | | | | | | |
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