

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>			
AMGT 113 or CAPP 154	Key/Doc Processing or MS Word	3				
OT 107	Intro to Paralegal Studies	3	<i>Fall only</i>			
M108T or any 100+ level math	Business Math or any 100+ level math	3	Placement depends on course.			
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	Fall Only			
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				
AMGT 210	Office Success Strategies	3	<i>Spring only</i>			
Developmental Coursework:						