

**Certificate of Applied Science – 32 credits
Legal Administrative Support**

| | | |
|-------------------------------------|--|-----------------|
| Name: | Date of Entry: | Advisor: |
| Dual Major With: | Academic Plan Advisor: | |
| Transferred From: | | |
| Credit Hours Transferred In: | Must complete 1/3 of degree through Helena College | |

| Course # | Course Title | CR | Pre - Requisites | SEM | Grade | Comments |
|-------------------------------------|------------------------------|----|---|-----|-------|----------|
| First Semester (18 credits) | | | | | | |
| M105 | Contemporary Math | 3 | | | | |
| WRIT 101 | College Writing I | 3 | Placement in WRIT 101/121, or Co-req. WRIT 096 if necessary | | | |
| CAPP 131 | Basic MS Office | 3 | | | | |
| LEG 184 | Legal Ethics | 3 | <i>Fall Only</i> | | | |
| LEG 185 | Intro to Paralegal | 3 | <i>Fall Only</i> | | | |
| LEG 186 | Intro to Legal Research | 3 | <i>Fall Only</i> | | | |
| Second Semester (15 credits) | | | | | | |
| PSYX 100 | Intro to Psychology | 3 | | | | |
| CAPP 154 | MS Word | 3 | Recommend CAPP 131; Offered <i>Spring Only</i> | | | |
| LEG 183 | Contracts | 2 | <i>Spring only</i> | | | |
| LEG 187 | Legal Research/Writing | 2 | <i>Spring only</i> | | | |
| LEG 188 | Principles of Real Estate | 2 | <i>Spring only</i> | | | |
| LEG 189 | Criminal Procedures | 3 | <i>Spring only</i> | | | |
| Other Coursework: | | | | | | |
| ACTG 101 | Accounting Procedures I | 3 | Additional class needed to transfer into Paralegal program | | | |
| PSCI 210 | Intro to American Government | 3 | Additional class needed to transfer into Paralegal program | | | |