

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 (15 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	Fall Only			
LEG 185	Intro to Paralegal	3	Fall Only			
LEG 186	Intro to Legal Research	2	Fall Only			
Second Semester (15 credits)						
PSYX 100	Intro to Psychology	3				
CAPP 154	MS Word	3	Recommend CAPP 131; Offered Spring Only			
LEG 183	Contracts	2	Spring only			
LEG 187	Legal Research/Writing	2	Spring only			
LEG 188	Principles of Real Estate	2	Spring only			
LEG 189	Criminal Procedures	3	Spring only			
Developmental 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			