

**Certificate of Applied Science – 30 credits
Computer Skills Specialist**

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)						
M108T, or any Core M Course	Business Math, or any Core M Course	3	Placement depends on course			
WRIT 121 or WRIT 101	Intro to Technical Writing or College Writing	3	Placement in WRIT 101/121, or Co-req. WRIT 096 if necessary			
AMGT 150	Customer Service Strategies	3				
CAPP 131	Basic MS Office	3				
LEG 121	Law, Society and Legal Reasoning	3	<i>Fall Only</i>			
Second Semester (15 credits)						
ACTG 101 or BGEN 105	Accounting Procedures I or Introduction to Business	3				
AMGT 210	Office Success Strategies	3	<i>Spring Only</i>			
CAPP 153	MS PowerPoint	3	Recommended CAPP 131			
CAPP 154	MS Word	3	Recommended CAPP 131			
CAPP 156	MS Excel	3	Recommended CAPP 131			