

**Certificate of Applied Science – 30 credits
Legal Support 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 121T or WRIT 101	Intro to Technical Writing or College Writing	3	Placement in WRIT 101/121, or Co-req. WRIT 096 if necessary			
CAPP 131	Basic MS Office	3				
LEG 121	Law, Society and Legal Reasoning	3	<i>Fall Only</i>			
LEG 189	Criminal Procedures	3	<i>Fall Only</i>			
Second Semester (15 credits)						
ACTG 101 or BGEN 105	Accounting Procedures I or Introduction to Business	3				
CAPP 154	MS Word	3	Recommend CAPP 131			
LEG 270	Into to Civil Litigation and Montana Courts	3	<i>Spring only</i>			
LEG 186 or LEG 272	Intro to Legal Research or Computers and Law	3	LEG 186 Odd years; LEG 272 Even years. Recommend CAPP 131. <i>Spring only</i>			
AMGT 150 or AMGT 210	Customer Service Strategies or Office Success Strategies	3	<i>Office Success Strategies - Spring only</i>			
Developmental Coursework:						