

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 – 15 Credits							
OT 161	Legal Terminology	3	<i>Fall only</i>				
OT 107	Intro to Paralegal Studies	3	<i>Fall only</i>				
Choose one of the following: (3 credits)							
TASK 113	Key/Doc Processing	3					
CAPP 154	MS Word	3					
Choose one of the following: (3 credits)							
M108T	Business Math	3	"C-" or higher in placement test or M065				
M 121	College Algebra						
Choose one of the following: (3 credits)							
WRIT 121T	Intro to Technical Writing	3	"C-" or better in placement or 095				
WRIT 101	College Writing						
Semester Two – 15 Credits							
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>				
TASK 210	Office Success Strategies	3	<i>Spring only</i>				
Choose one of the following: (3 credits)							
CAPP 153	MS PowerPoint or	3					
CAPP 155	MS Publisher						
Choose one of the following: (3 credits)							
CAPP 156	MS Excel	3					
CAPP 158	Basic MS Access						
Developmental Coursework:							