

Capital High School to Helena College degree program:
AAS Accounting Technology: Bookkeeping Option

BIG SKY PATHWAY



SUGGESTED HIGH SCHOOL COURSES

9th	Graduation Requirements Workforce/College Prep	English 1, Algebra I, Earth Science, World Cultures, Phys Ed 1	Recommended CTE Cluster Foundation Courses: Money Management, Career Planning, Law and Justice
	<i>CTE and/or Electives</i>	<i>Career Planning, Art Elective</i>	
10th	Graduation Requirements Workforce/College Prep	English 2, Geometry, Biology, Health, Phys Ed 2	Recommended CTE Pathway Courses: Accounting I and II, Basic Computer Skills (Keyboarding and Document Processing), MS Excel and Word
	<i>CTE and/or Electives</i>	<i>Money Management, Basic Computer Skills: TASK113 Keyboarding & Document Processing (need waiver for DC)</i>	
11th	Graduation Requirements Workforce/College Prep	English 3, Algebra II, US History	Other CTE Courses: Accounting III
	<i>CTE and/or Electives</i>	<i>Accounting I--ACTG101; MS Excel CAPP156, Public Speaking COMX111</i>	
12th	Graduation Requirements Workforce/College Prep	English 4 and College Writing WRIT101 OR Technical Writing WRIT121T (DC) , M121 College Algebra , US Gov't	BPA (Business Professionals of America) DECA
	<i>CTE and/or Electives</i>	<i>Accounting II; MS Word CAPP154, Law and Justice</i>	

ADVANCED LEARNING OPPORTUNITIES

High School to College/Career Linkages

Advanced Placement: Lang & Comp 3, History, European History, English IV, Government, Biology, Psychology

Dual Enrollment courses: **ACTG101-Accounting**, **WRIT 101 – College Writing**, **WRIT 121T – Technical Writing**, **M121 – College Algebra**, **STAT 216- Statistics**; **CAPP154 – MS Word**; **CAPP156 MS Excel**, **TASK113 Keyboarding & Document Processing**, **Public Speaking COMX111**

Online courses: MT Digital Academy: **PSYX100** Intro to Psychology; **ECNS201** Microeconomics, **ECNS202** Macroeconomics, **ECNS203** Principles of Micro and Macro Economics; **BGEN105** Intro to Business

Other: *Work-based Learning Experiences with Terri Norman, Business Work Coop (tnorman@helenaschools.org) and Counselors*

POSTSECONDARY PROGRAM OF STUDY

	Math	English	Major	Other
Semester 1 (15 credits)	M108T Bus Math OR M121 College Algebra OR STAT216 Intro to Stats	WRIT1121T Technical Writing OR WRIT101 College Writing	ACTG101 Accounting Procedures I and BGEN105 Intro Bus	CAPP154 MS Word OR TASK113 Keyboarding and Document Processing
Semester 2 (18 credits)			ACTG102 Accounting Procedures II ACTG205 Computerized Accounting ACTG125 Quickbooks BGEN 201 Business Ethics	HR110T Career Dev & Human Relations OR PSYX100 Intro to Psych OR SOCI 101 Intro to Sociology CAPP156 MS Excel
15—Semester 3 Fall		COMX111 Public Speaking OR BMGT205 Professional Communications	ACTG 180 Payroll Accounting ACTG201 Principles of Financial Accounting ACTG211 Income Tax Fundamentals	CAPP266 Advanced MS Excel BGEN235 Business Law I
16—Semester 4 Spring			ACTG202 Principles of Managerial Accounting; ACTG 215 Foundations of Govt and Not for Profit Accounting; and ACTG299 Capstone Accounting	ECNS201 Microeconomics OR ECNS202 Macroeconomics OR ECNS203 Principles of Micro and Macro Economics ACTG298 Internship OR ACTG292 Independent Study OR TASK150 Customer Services