

**Capital High School to Helena College degree program:
AAS Medical Administrative Specialist**

BIG SKY PATHWAY



Recommended pathway from Capital High School to Helena College, with dual credit opportunities highlighted.

SUGGESTED HIGH SCHOOL COURSES

9th	Graduation Requirements & College Prep	English I, Algebra I, Earth Science, World Cultures, PE	Recommended CTE Cluster Foundation Course(s): Principles of Bio Med, Career Planning
	CTE and/or Electives	Principles of Bio Med, Career Planning	
10th	Graduation Requirements & College Prep	English 2, Geometry, Biology I, PE/Health	Recommended CTE Pathway Courses: Human Body Systems; Basic Computer Skills; MS Excel, MS Word; Public Speaking, Accounting I
	CTE and/or Electives	Human Body Systems, Fine Arts Elective, Basic Computer Skills: TASK 113 Keyboarding and Document Processing (waiver for DC)	
11th	Graduation Requirements & College Prep	English 3, American History, Algebra 2, AP Biology or Chemistry 1	Other Recommended CTE Courses: Medical Interventions or Health Career Exploration (CNA)
	CTE and/or Electives	Medical Interventions or Health Career Exploration (CNA), Intro to Psychology PSYX100 ; BGEN105 Intro to Business ; CAPP156 MS Excel	
12th	Graduation Requirements & College Prep	English 4 & WRIT101 College Writing or WRIT121 Technical Writing , American Government, M121 College Algebra	Career & Technical Student Organization(s): HOSA – Health Occupations Student Association BPA – Business Professionals of America
	CTE and/or Electives	Biomedical Innovation or Health Career Exploration (CNA), CAPP154 MS Word ; ACTG 101 Accounting Procedures 1 , COMX111 Intro to Public Speaking	

ADVANCED LEARNING OPPORTUNITIES

High School to College/Career Linkages

Dual Enrollment courses: WRIT101: College Writing; M121; WRIT121 Technical Writing; M121 College Algebra; CAPP154 MS Word; TASK 113 Keyboarding and Document Processing; ACTG 101 Accounting Procedures, COMX111 Intro to Public Speaking

Online courses: MTDA: PSYX100: Intro to Psychology; HR110T Career Development and Human Relations

Other: Program entry courses may apply to LPN, EMT, Medical Assisting, Medical Administrative Specialist, and other allied health fields.

POSTSECONDARY PROGRAM OF STUDY

	Math	Communications	Science/Allied Health	Business
Semester 1 (18 credits)	M108T Bus Math; M115 Linear Math; OR M121 College Algebra (3 cr)	COMX111 Intro to Public Speaking (3 cr)	BIOH 201& 202 Anatomy & Physiology I OR AHMS144 Medical Terminology (3 cr)	BGEN105 Intro to Business CAPP152 MS PowerPoint CAPP154 MS Word (3 cr) TASK113 Keyboarding and Document Processing (3 cr)
Semester 2 (15 credits)	ACTG101 Accounting Procedures I (3 cr)	WRIT101 College Writing OR WRIT121T Tech Writing (3 cr)	AHMS144 Medical Terminology (3 cr)	CAPP156 MS Excel CAPP158 Basic MS Access
Semester 3 (18 credits)			AHMS156 Medical Billing Fundamentals (3 cr) AHMS252 Computerized Medical Billing	BGEN220 Business Ethics and Social Responsibility (3); CAPP155 MS Publisher (3); CAPP256 Advanced MS (3) Excel; TASK150 Customer Service
Semester 4 (18 credits)	Choose one of the following: SOC101 Intro to Sociology, OR PSYX100 Intro to Psychology , OR HR110T Career Development and Human Relations (3 cr)		AHMS160 Beginning Procedural Coding (3 cr); AHMS164 Beginning Diagnosis Coding (3 cr)	BMGT263 Legal Issues in Human Resources (3); TASK210 Office Success Strategies (3); TASK299 Integrated Office Capstone (3 cr)