

Helena High School to Helena College degree program: AAS Medical Administrative Specialist	BIG SKY PATHWAY 
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Recommended pathway from Helena 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): Computer Skills, Principles of Bio Med, Career Planning
	CTE and/or Electives	Basic Computer Skills, 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; MS Word, MS Excel, Accounting Procedures
	CTE and/or Electives	Human Body Systems, Fine Arts Elective, CAPP 154 MS Word	
11th	Graduation Requirements & College Prep	English 3, American History, Algebra 2 , Biology 2 or Chemistry 1	Other Recommended CTE Courses: Medical Interventions or Health Careers Exploration (CNA) Career Planning Tech Skills for Life
	CTE and/or Electives	Medical Interventions or Health Career Exploration (CNA), CAPP 156 MS Excel , PSYX 100 Intro to Psychology	
12th	Graduation Requirements & College Prep	English 4 & WRIT101 College Writing or WRIT121 Technical Writing , American Government, M121 College Algebra AND/OR STAT215 Intro to Stats	Career & Technical Student Organization(s): HOSA – Health Occupations Student Association BPA – Business Professionals of America
	CTE and/or Electives	Biomedical Sciences 4, Health Career Exploration (CNA), ACTG 101 Accounting Procedures 1	

ADVANCED LEARNING OPPORTUNITIES

High School to College/Career Linkages

Advanced Placement: English 3 & 4, US History, European History, American Government, Stats, Calculus, Psychology, Biology

Dual Enrollment courses: **WRIT101: College Writing; M121; WRIT121 Technical Writing; M121 College Algebra; PSYX 100 Intro to Psychology, ACTG 101 Accounting Procedures;** (Planned for 2016: CAPP154 MS Word; CAPP 156 MS Excel)

Online courses: MT Digital Academy: **PSYX100: Intro to Psychology**

Other: *Student shadowing at Helena College;*

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 (3 cr) CAPP152 MS PowerPoint (3 cr) 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 (3 cr) CAPP158 Basic MS Access (3 cr)
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)			AHMS160 Beginning Procedural Coding (3); AHMS164 Beginning Diagnosis Coding (3) Choose one of the following: SOC1101 Intro to Sociology PSYX100 Intro to Psychology HR110T Career Dev and Human Relations (3 cr)	BMGT263 Legal Issues in Human Resources; TASK210 Office Success Strategies; TASK299 Integrated Office Capstone