### Suggested High School Courses

**9th Grade**
- **Graduation Requirements**
  - Workforce/College Prep
  - English I, Algebra, Earth Science, World Cultures, Phys Ed1
- **Recommended CTE Cluster Foundation Course(s):** Basic Computer Skills, Tech Skills for Life, Money Management, Office Management

**10th Grade**
- **Graduation Requirements**
  - Workforce/College Prep
  - English II, Geometry, Biology, PE/Health
- **Recommended CTE Pathway Courses:** Microsoft Excel (CAPP156), Microsoft Word (CAPP154), Law and Justice, Technical Writing (WRIT121T)

**11th Grade**
- **Graduation Requirements**
  - Workforce/College Prep
  - English III, American History, Algebra II
- **Other Recommended CTE Courses:** Career Planning, Accounting

**12th Grade**
- **Graduation Requirements**
  - Workforce/College Prep
  - English 4 & College Writing (WRIT101) or Technical Writing (WRIT121T), American Government, College Algebra (M121)
- **Career & Technical Student Organization(s):** Business Professionals of America

### Advanced Learning Opportunities

**High School to College/Career Linkages**
- **Advanced Placement:** AP U.S. History, AP Am. Government, AP English Literature, AP English Language, AP European History, AP Spanish
- **Dual Enrollment courses:** WRIT121T Technical Writing, WRIT 101 College Writing, COMMX111 Intro To Public Speaking, M121 College Algebra, CAPP 156 Excel; CAPP154 Word; Keyboarding and Document Processing TASK113
- **Online courses:** Helena College: Office Success Strategies TASK210; Customer Service Strategies TASK150
- **Other:** On-campus experience, student shadowing, Work-based learning with Terri Norman and counselors, Business Work Coop

Prior to course registration, please check ACT/SAT/Compass score requirements to make sure you are qualified to take any dual credit course.

### Postsecondary Program of Study

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<thead>
<tr>
<th>Semester 1</th>
<th>Math</th>
<th>English</th>
<th>Major</th>
<th>Other</th>
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<tr>
<td></td>
<td>College Algebra M121 (3) or OR Business Math M108T (3)</td>
<td>College Writing WRIT 101 or Intro to Tech Writing WRIT121T (3)</td>
<td>Microsoft Excel CAPP156 (3) Legal Terminology OT161 (3) Intro to Paralegal OT107 (3)</td>
<td>Keyboarding and Document Processing TASK113 OR MS Word CAPP154 (3) MS PowerPoint CAPP153 or MS Publisher CAPP155 (3)</td>
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<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Math</th>
<th>English</th>
<th>Major</th>
<th>Other</th>
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<td>Advanced MS Word CAPP254 (3) Intro to Legal Research OT165 (2) Intro to Civil Litigation and MT Courts OT223 (2) Customer Service Strategies TASK150 (3)</td>
<td>Office Success Strategies TASK210 (3)</td>
<td>Advanced Excel CAPP266 OR Basic MS Access CAPP153 (3)</td>
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