

Capital High School to Helena College degree program:  
**Legal Support Specialist Certificate of Applied Science**

**BIG SKY PATHWAY PROPOSAL**



**SUGGESTED HIGH SCHOOL COURSES**

9th	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
	<i>CTE and/or Electives</i>	<i>Basic Computer Skills, Tech Skills for Life</i>	
10th	Graduation Requirements Workforce/College Prep	English II, Geometry, Biology, PE/Health	Recommended CTE Pathway Courses: <b>Microsoft Excel (CAPP156), Microsoft Word (CAPP154), Law and Justice, Technical Writing (WRIT121T)</b>
	<i>CTE and/or Electives</i>	<i>Money Management, Fine Arts Elective</i>	
11th	Graduation Requirements Workforce/College Prep	English III, American History, Algebra II	Other Recommended CTE Courses: Career Planning, Accounting
	<i>CTE and/or Electives</i>	<i>Office Management, Intro To Public Speaking (COMX111) Microsoft Word (CAPP154)</i>	
12th	Graduation Requirements Workforce/College Prep	English 4 & <b>College Writing (WRIT101) or Technical Writing (WRIT121T)</b> , American Government, <b>College Algebra (M121)</b>	Career & Technical Student Organization(s): Business Professionals of America
	<i>CTE and/or Electives</i>	<i>Microsoft Excel (CAPP156), Sociology, Law and Justice</i>	

**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**

	Math	English	Major	Other
Semester 1	College Algebra M121 (3) or OR Business Math M108T (3)	College Writing WRIT 101 or Intro to Tech Writing WRIT121T (3)	Microsoft Excel CAPP156 (3) Legal Terminology OT161 (3) Intro to Paralegal OT107 (3)	Keyboarding and Document Processing TASK113 OR MS Word CAPP154 (3) MS PowerPoint CAPP153 or MS Publisher CAPP155 (3)
Semester 2			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) Office Success Strategies TASK210 (3)	Advanced Excel CAPP266 OR Basic MS Access CAPP153 (3)