


HIGH SCHOOL: Capital High School	BIG SKY PATHWAY PROPOSAL 
COLLEGE: Helena College	
COLLEGE DEGREE PROGRAM: Administrative Management, AAS	

SUGGESTED HIGH SCHOOL COURSES

9th	Graduation Requirements & College Prep	English 1, Algebra I, Earth Science, World Cultures, Phys Ed I	Recommended CTE Cluster Foundation Course(s): Money Management; Career Planning, Computer Skills, Marketing
	<i>CTE and/or Electives</i>	<i>Career Planning, Money Management</i>	Recommended CTE Pathway Courses: Accounting I, Keyboarding & DP, MS Word, MS Excel, Speech
10th	Graduation Requirements & College Prep	English 2, Algebra I or Geometry, Biology, Health, Phys Ed 2	Other Recommended CTE Courses: Law and Justice, Desktop Publishing, Business Coop
	<i>CTE and/or Electives</i>	<i>Marketing, Desktop Publishing, Art 1, Basic Computer Skills, AMGT113: Keyboarding and Document Processing (with age waiver)</i>	
11th	Graduation Requirements & College Prep	English 3, US History, Geometry or Algebra 2	Career & Technical Student Organization(s): BPA http://www.bpa.org DECA www.deca.org
	<i>CTE and/or Electives</i>	<i>ACTG101: Accounting I, CAPP154: MS Word, Small Bus Management</i>	
12th	Graduation Requirements & College Prep	English 4 and College Writing WRIT 101 or Technical Writing WRIT121T, US Government, M121 College Algebra OR STAT216 Intro to Statistics	
	<i>CTE and/or Electives</i>	<i>Law & Justice, CAPP156: MS Excel, Business Cooperative, COMX111 Intro to Public Speaking</i>	

ADVANCED LEARNING OPPORTUNITIES

High School to College/Career Linkages

Advanced Placement or IB courses: AP Lang & Comp 3, AP History, AP European History, AP English IV, AP Government, AP Biology, AP Economics

Dual Enrollment courses: ACTG101-Accounting I, WRIT 101 – College Writing, M121-- College Algebra, AMGT113 Keyboarding and Document Processing; MS Word CAPP154, MS Excel CAPP156; COMX111 Intro to Public Speaking; WRIT121T Intro to Tech Writing

Online or on Helena College campus: PSYX100 Intro to Psychology, SOCI101 Intro to Sociology, BGEN105 Intro to Business

Other: Terri Norman Business Work Coop; Counselors; Business Professionals of America; DECA; Work Experience in private sector

POSTSECONDARY PROGRAM OF STUDY

	Math	English	Major	Other
Semester 1 18 credits	M108T, M115, M121 College Algebra OR STAT216	COMX111 Intro to Public Speaking	BGEN105 Intro to Business AMGT150 Customer Service Strategies	CAPP153 MS PowerPoint AMGT113 Keyboarding and Document Processing
Semester 2 15 credits		WRIT101 College Writing OR WRIT121T Intro to Tech Writing	ACTG101 Accounting Procedures I	CAPP154 MS Word CAPP156 MS Excel CAPP158 Basic MS Access
Semester 3 15 credits			BGEN235 Business Law I BMGT215 Human Resource Management	CAPP155 MS Publisher PSYX100 Intro to Psychology OR SOCI101 Intro to Sociology
Semester 4 15 credits			BGEN220 Bus Ethics & Soc Respons BNGT263 Legal Issues in HR BMGT235 Management AMGT210 Office Success Strategies AMGT299 Integrated Office Capstone	