


HIGH SCHOOL: Helena High School	<b>BIG SKY PATHWAY PROPOSAL</b> 
COLLEGE: Helena College	
COLLEGE DEGREE PROGRAM: Administrative Support, CAS	

### SUGGESTED HIGH SCHOOL COURSES

<b>9th</b>	Graduation Requirements & College Prep	English 1, Algebra 1, Earth Science, World Cultures, Phys Ed I	Recommended CTE Cluster Foundation Course(s): Money Management; Career Planning, Computer Skills, Tech Skills, Marketing
	<i>CTE and/or Electives</i>	<i>Money Management, Basic Computer Skills</i>	
<b>10th</b>	Graduation Requirements & College Prep	English 2, Algebra I or Geometry, Biology, Health, Phys Ed 2	Recommended CTE Pathway Courses: Accounting I, Office Management, Sm Bus Management, MS Word, MS Excel, Speech
	<i>CTE and/or Electives</i>	<i>Marketing, Computer Aps, Tech Skills, Desktop Publishing, Art</i>	
<b>11th</b>	Graduation Requirements & College Prep	English 3, US History, Algebra 2 or Geometry	Other Recommended CTE Courses: Law and Justice, Desktop Publishing, JMG or Business Coop
	<i>CTE and/or Electives</i>	<i>Accounting I ACTG101, MS Word CAPP154; MS Excel CAPP156, and/or Small Business Management</i>	
<b>12th</b>	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	Career & Technical Student Organization(s): BPA <a href="http://www.bpa.org">http://www.bpa.org</a> DECA <a href="http://www.deca.org">www.deca.org</a>
	<i>CTE and/or Electives</i>	<i>Accounting I ACTG101, MS Word CAPP154; MS Excel CAPP156, and/or Small Bus Management; Law &amp; Justice, JMG or Business Coop</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: WRIT 101 – College Writing, M121-- College Algebra, MS Word CAPP154, MS Excel CAPP156; WRIT121T Intro to Tech Writing,
Online or on Helena College campus: AMGT113 Keyboarding and Document Processing; CAPP153 MS PowerPoint; MART145 Web Design
Other: Business Work Coop; Counselors; Business Professionals of America; DECA; Work Experience in private sector

### POSTSECONDARY PROGRAM OF STUDY

	Math	English	Major	Other
<b>Semester 1 15 credits</b>	M108T, M115, M121 College Algebra OR STAT216	WRIT101 College Writing OR WRIT121T Intro to Tech Writing	AMGT113 Keyboarding and Document Processing CAPP154 MS Word CAPP156 MS Excel	
<b>Semester 2 15 credits</b>			CAPP153 MS PowerPoint CAPP155 MS Publisher AMGT145 Records Management AMGT150 Customer Service Strategies	CAPP158 Basic MS Access OR MART145 Web Design

*All courses can be taken online.*