HIGH SCHOOL: Capital High School	***BIG SKY PATHWAY PROPOSAL***
COLLEGE: Helena College	Business Management & Administration
COLLEGE DEGREE PROGRAM: Administrative Support, CAS	

SUGGESTED HIGH SCHOOL COURSES

9th	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, Marketing
	CTE and/or Electives	*Money Management, Career Planning*	**Recommended CTE Pathway Courses:** Accounting I, Keyboarding & DC, MS Word, MS Excel
10th	Graduation Requirements & College Prep	English 2, Algebra I or Geometry, Biology, Health, Phys Ed 2	
	CTE and/or Electives	*Marketing, Desktop Publishing, Art 1, Basic Computer Skills, AMGT113 Keyboarding and Document Processing with age waiver*	**Other Recommended CTE Courses:** Law and Justice, Desktop Publishing, Business Coop, Small Bus Management
11th	Graduation Requirements & College Prep	English 3, US History, Geometry or Algebra 2	
	CTE and/or Electives	*ACTG101: Accounting I, CAPP 154: MS Word*	
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	**Career & Technical Student Organization(s):** BPA http://www.bpa.org DECA www.deca.org
	CTE and/or Electives	*Law & Justice, CAPP156: MS Excel, Business Cooperative, Small Business Management*	

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, AMGT113 Keyboarding and Document Processing; MS Word CAPP154, MS Excel CAPP156; WRIT121T Intro to Tech Writing

Online or on Helena College campus: CAPP153 MS PowerPoint; MART145 Web Design

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 15 credits	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	
Semester 2 15 credits			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.