

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

### 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
	<i>CTE and/or Electives</i>	<i>Money Management, Basic Computer Skills</i>	
10th	Graduation Requirements & College Prep	English 2, Algebra I or Geometry, Biology, Health, Phys Ed 2	Recommended CTE Pathway Courses: Accounting I, Office Management, MS Word, MS Excel, Speech
	<i>CTE and/or Electives</i>	<i>Marketing, Desktop Publishing, Art</i>	
11th	Graduation Requirements & College Prep	English 3, US History, Geometry or Algebra 2	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 Bus Management Office 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 Stats	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:** ACTG101-Accounting I, WRIT 101 – College Writing, M121-- College Algebra, MS Word CAPP154, MS Excel CAPP156; WRIT121T Intro to Tech Writing, PSYX100 Intro to Psychology

**Online or on Helena College campus:** SOCI101 Intro to Sociology, BGEN105 Intro to Business; AMGT113 Keyboarding and Document Processing

**Other:** 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	