


<b>HIGH SCHOOL: Jefferson High School</b>		<b>BIG SKY PATHWAY PROPOSAL</b> 
<b>COLLEGE: Helena College</b>		
<b>COLLEGE DEGREE PROGRAM: AAS Small Business Management</b>		
<b>Cluster Overview:</b> Business Management and Administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy.	<b>Pathway Options:</b> <ul style="list-style-type: none"> <li>• Administrative Support</li> <li>• Business Information Management</li> <li>• General Management</li> <li>• Human Resources Management</li> <li>• Operations Management</li> </ul>	<b>Occupation Examples:</b> Human resources manager, Administrative Assistant, Information Systems Manager, Management analyst, Marketing manager, Receptionist, Interviewer  <i>For a complete listing, go to:</i> <a href="http://online.onetcenter.org/find/career?c=4&amp;q=Go">http://online.onetcenter.org/find/career?c=4&amp;q=Go</a>

### SUGGESTED HIGH SCHOOL COURSES

<b>9th</b>	Graduation Requirements Workforce/2-Year College Prep	English 1, Algebra 1, PE/Health, Physical Science	<b>Recommended CTE Cluster Foundation Course(s):</b> Computer Keyboarding
	4-Year MT College/Univ Prep (Rigorous Core)	English 1, Algebra 1, PE/Health, Physical Science	
	<b>CTE and/or Electives</b>	<i>Keyboarding</i>	
<b>10th</b>	Graduation Requirements Workforce/2-Year College Prep	English 2, Geometry, PE/Health, Biology, World History	<b>Recommended CTE Pathway Courses:</b> Accounting 1, Intro to Business,
	4-Year MT College/Univ Prep (Rigorous Core)	English 2, Geometry, PE/Health, Biology, World History	
	<b>CTE and/or Electives</b>	<i>Accounting 1, Intro to Business</i>	
<b>11th</b>	Graduation Requirements Workforce/2-Year College Prep	English 3, US History, Chemistry, Algebra 2	<b>Other Recommended CTE Courses:</b> Accounting 2, Personal Finance
	4-Year MT College/Univ Prep (Rigorous Core)	English 3, US History, Chemistry, Algebra 2	
	<b>CTE and/or Electives</b>	<i>Personal Finance, Accounting 2, Intro to Business</i>	
<b>12th</b>	Graduation Requirements Workforce/2-Year College Prep	English 4, Government, Ecology	<b>Career &amp; Technical Student Organization(s):</b> BPA, FCCLA, Skills USA
	4-Year MT College/Univ Prep (Rigorous Core)	English 4, Government, Ecology	
	<b>CTE and/or Electives</b>	<i>Personal Finance, Accounting 2, Intro to Business</i>	

### ADVANCED LEARNING OPPORTUNITIES High School to College/Career Linkages

<b>CTE START courses:</b>
<b>Advanced Placement or IB courses:</b>
<b>Dual Enrollment courses:</b> WRIT 101, BIOB160, COMX111 Public Speaking, PSYX100 Intro to Psychology
<b>Online courses:</b> <i>Montana Digital Academy</i> ECNS201 Microeconomics, ECNS202 Macroeconomics, ECNS203 Principles of Micro & Macro Economics, PSYX100 Intro to Psychology, BGEN105 Intro to Business, PSCI240 Introduction to Public Administration
<b>Other:</b>

### POSTSECONDARY PROGRAM OF STUDY

	<b>Math</b>	<b>English</b>	<b>Major</b>	<b>Other</b>
<b>Semester 1</b>	M108T Business Math M121 College Algebra	WRIT101 College Writing WRIT121T Intro to Tech Writing	ACTG101 Accounting Procedures I BGEN105 Intro to Business	TASK113 Keyboarding OR Document Processing AND CAPP154 MS Word
<b>Semester 2</b>			ACTG205 Computerized Accounting BGEN201 Foundations of BUS Ethics CAPP156 MS Excel BMGT210 Small Business Entrepreneurship	HR110T Career Development and/or Human Relations OR PSYX100 Intro to Psychology OR SOC1101 Intro to Sociology AND Electives

<b>Semester 3</b>		COMX111 Intro to Public Speaking OR COMX250 Intro to Public Relations	ACTG180 Payroll Accounting BMKT225 Marketing BFIN265 Intro to Business Finance	ECNS201 Microeconomics OR ECNS202 Macroeconomics OR ECNS203 Principles of Micro & Macro Economics AND BMGT215 Human Resource Management OR BMGT263 Legal Issues in Human Resources OR BGEN 298 Internship OR BGEN292 Independent Study
<b>Semester 4</b>			BMGT235 Management PSCI240 Introduction to Public Administration BGEN299 Capstone: Business	BGEN235 BUS Law 1 OR BGEN236 BUS Law 2 CAPP153 MS PowerPoint

## MONTANA POSTSECONDARY OPPORTUNITIES

*Montana University System Degree and Program Inventory: <http://www.homepage.montana.edu/~mus/drginv/>  
Your Guide to Montana's Certificate and Associate Degree Programs: <http://mus.edu/twoyear/YourGuide.html>*

<b>MSU Two Year Colleges and Programs:</b> City College MSU—Billings (CC); Great Falls College MSU—Great Falls (GFC); Helena College UM—Helena (HC) Highlands College MT Tech—Butte(HC-Tech); Missoula College UM—Missoula (MC); Gallatin College MSU—Bozeman(GC)	<b>Community Colleges:</b> Dawson Community College (DCC) Flathead Valley Community College (FVCC) Miles Community College (MCC)	<b>Tribal Colleges:</b> Aaniiih Nakoda College (ANC);Blackfeet Community College(BCC); Chief Dull Knife College (CDKC);Fort Peck Community College (FPCC);Little Big Horn College (LBHC);Stone Child College (SCC);Salish Kootenai College (SKC)	<b>Four Year Colleges/Universities:</b> MSU—Bozeman; MSUB—Billings; MSUN—Havre; MT Tech—Butte; UM—Missoula; UMW—Dillon
<b>MILITARY</b>	<ul style="list-style-type: none"> <li>Requires diploma or GED</li> <li>17 with parental consent; 18 without</li> </ul>	Air Force, Air Guard, Army, Coast Guard, Marines, and Navy For more information: <a href="http://todaysmilitary.com">http://todaysmilitary.com</a>	
<b>PROFESSIONAL CERTIFICATE</b>	<ul style="list-style-type: none"> <li>Requires diploma or GED</li> <li>Less than 30 credits; little/no general ed credits</li> <li>Complete in one year or less</li> </ul>	Business Administration – MCC Medical Receptionist – DCC Business Management/ Entrepreneurship – MCC Customer Service Relations – FVCC, MCC Human Resources Management – HC Medical Administrative Assistant – MCC	
<b>APPRENTICESHIP</b>	<ul style="list-style-type: none"> <li>Requires diploma or GED</li> <li>Must be at least 18</li> <li>Minimum 2,000 hours of supervised experience</li> </ul>	See the MT Dept of Labor website for more information: <a href="http://wsd.dli.mt.gov/apprenticeship/default.asp">http://wsd.dli.mt.gov/apprenticeship/default.asp</a>	
<b>CERTIFICATE OF APPLIED SCIENCE</b>	<ul style="list-style-type: none"> <li>Requires diploma or GED</li> <li>30-45 credits; limited general education credits</li> <li>Complete in one year or less</li> </ul>	Administrative Assistant/Support – CC, DCC, SKC, CDKC Business Administration – FVCC Business Management/ Entrepreneurship – GFC, BCC Business Technology – FPCC Customer Service Relations – MC, SCC Human Resources Management – CC Medical Office Technology – HC, SKC Receptionist-Medical/Dental – MC, HC-Tech Small Business Management/Entrepreneurship – FVCC Tribal Management – ANC	
<b>ASSOCIATE'S OF APPLIED SCIENCE DEGREE</b>	<ul style="list-style-type: none"> <li>Requires diploma or GED</li> <li>60-72 credits; includes 15-25 general ed credits</li> <li>Complete in two years (if prepared academically in math and English)</li> </ul>	Administrative Assistant/Support – HC, CC, HC-Tech, DCC Administrative Management – MC Business Administration – GFC, UMW, MSUN, FVCC, MCC Business Health Administration – HC-Tech Business Management/ Entrepreneurship – MC, GFC, UMW, DCC, CDKC Business Technology – HC-Tech, FPCC, SKC Human Resources Management – HC-Tech Executive/Legal Administrative Assistant – HC Medical Administrative Assistant – HC, MC, CC, HC-Tech, DCC, FVCC Office Systems Technology – UMW, MCC Office Admin & Technology – BCC Small Business Management/Entrepreneurship – HC, FVCC, MCC, FPCC, BCC	
<b>BACCALAUREATE DEGREE</b>	<ul style="list-style-type: none"> <li>Requires 4-year college prep for admission</li> <li>128 credits (approximately)</li> <li>Complete in four years</li> </ul>	Agribusiness – MSU Business Administration – MSUB, MSU, UMW, MSUN Business/Entrepreneurship – SKC Business & Information Tech – MT Tech	

*Degree and Program Inventory above may not be all inclusive*