

# Capital High School and Helena College



**AAS Accounting Technology**  
<http://www.careercruising.com>

**Student:** \_\_\_\_\_ **Username:** \_\_\_\_\_ **Password:** \_\_\_\_\_ **Helena College University of MT**  
**AAS, A & BT Accounting Technology**

**Sample Occupations** -For a complete listing, visit: <http://online.onetcenter.org/find/career?c=4&g=Go>

<b>Career Pathway</b>	<b>Securities &amp; Investments</b>	↔	Stock Brokers, Tax Preparation Specialists, Personal Financial Advisor, Stock Brokers, Investment Advisor, Development Officers
	<b>Business Finance</b>	↔	Accountant, Financial Analyst, Auditor, Revenue Agent, Real Estate Analyst, Treasurer, Controller, Chief Revenue Officer
	<b>Banking Services</b>	↔	Credit Analyst, Loan Officer, Teller, Internal Auditor, Compliance Officer, Debt Counselor, Repossession Agent, Loan Processor
	<b>Insurance</b>	↔	Insurance Appraiser, Underwriter, Processing Clerk, Loss Prevention Specialist, Customer Service Agent, Insurance Broker

## SUGGESTED HIGH SCHOOL COURSES (Program of Study)

For further information on Montana College Admissions Requirements: <http://mus.edu/admissions.asp> or talk with your school

<b>Secondary</b>	<b>9<sup>th</sup> Grade</b>	English	• English I	<b>10<sup>th</sup> Grade</b>	English	• English II	<b>11<sup>th</sup> Grade</b>	English	• English III or • <b>AP English</b> or • <b>COMX111 (DC)</b>	<b>12<sup>th</sup> Grade</b>	English	• <b>AP English</b> or • <b>College Writing 101 (DC)</b> • <b>Literature (DC)</b> • <b>Technical Writing 121T (DC)</b>	<b>Supporting Pathway Electives</b>
		Math	• Honors Math I		Math	• Honors Math II		Math	• <b>Math 121 College Algebra (DC)</b>		Elective	•	
		Science	• Earth Science		Science	• Biology		Elective			Elective	•	
		Social Studies	• World Cultures		Elective	•		Social Studies	• US History		Social Studies	• US Government	
		Elective	•		Health Enhancement	• Health		Elective	• <b>MSO Excel/Word (CAPP154 –156)</b>		Elective	•	<b>Student Organizations</b>
		P.E.	• Phys Ed 1		P.E.	• Phys Ed 2		Elective	•		Elective	•	
		Elective	• Career Planning		Elective	• <b>Computer Tech Skills/ Task 113</b>		Fine Arts	• Art I		Elective	•	
		Career & Tech. Ed.	• Money Mngmt.		Career & Tech. Ed.	• <b>Acct.I (DC)ACTG 101</b>		Career & Tech. Ed.	• Acct. II		Career & Tech. Ed.	• Acct. III (Internship)	
<ul style="list-style-type: none"> <li>• Law and Justice</li> <li>• AP Psychology</li> <li>• Bruin Business</li> <li>• AP Psychology</li> </ul>													
<ul style="list-style-type: none"> <li>• BPA <a href="http://www.bpa.org">http://www.bpa.org</a></li> </ul>													

### Helena School District I Graduation Requirements

<b>English</b>	<b>Math</b>	<b>Science</b>	<b>Social Studies</b>	<b>American History</b>	<b>American Government</b>	<b>Health Enhancement</b>	<b>P.E.</b>	<b>Fine Arts</b>	<b>Career &amp; Tech. Ed.</b>	<b>Electives</b>
4 Credits	2 Credits	2 Credits	1 Credit	1 Credit	1 Credit	.5 Credit	1.5 Credits	1 Credit	1 Credit	6 Credits
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# ADVANCED LEARNING OPPORTUNITIES

## High School to College/Career Linkages

**Articulated Dual Credit:** Accounting 1, English 101 – College Writing, English 121 – Technical Writing, Math 111 - Technical Math, Math 121 – College Algebra (UM Helena), MS Word, MS Excel

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

**Work-based Learning:** Terri Norman – Business Work Coop – Email – [tnorman@hsd1.org](mailto:tnorman@hsd1.org) – Counselors – Jeramie Robinson, Carol Perisho, Jamie Bawden, Chance Ferlicka

**On-line Learning:** Montana Digital Academy - <http://www.montanadigitalacademy.org/>

### Helena College – University of Montana

	Math	English	Major	Other
Semester 1 15 Credits	<b>M108T Business Math</b> or <b>M121 College Algebra</b>	<b>WRIT101 College Writing 1</b> or <b>WRIT121T Technical Writing</b>	<b>ACTG101 Accounting Procedures I</b> <b>BGEN105 Intro To Business</b>	<b>TASK113 Keyboarding &amp; Document Processing</b> or <b>CAPP 154 MS Word</b>
Semester 2 18 Credits			ACTG102 Accounting Procedures II ACTG205 Computerized Accounting BGEN 201 Foundations of Business Ethics	<b>CAPP 156 MS Excel</b> HR110T Career Development or SOC1101 Intro to Sociology or <b>PSYX100 Introduction to Psychology</b> AND electives
Semester 3 18 Credits		<b>COMX111 Intro to Public Speaking</b>	ACTG211 Income Tax Fundamentals ACTG180 Payroll Accounting ACTG201 Principles of Financial Accounting	CAPP266 Advanced MS Excel <b>ECNS203 Principles of Micro/Macro Economics or ECNS201 Microeconomics or ECNS202 Macroeconomics</b>
Semester 4 15 Credits			ACTG 202 Principles of Managerial Accounting ACTG215 Foundations of Gov. and Not for Profit Accounting ACTG299 Capstone: Accounting	ACTG298 Internship or ACTG292 Independent Study or ACTG230 Intro to Statewide Accounting, Budgeting, and Human Resource System (SABHRS) AND BGEN235 Business Law I or BGEN236 Business Law II AND electives

#### MILITARY

<b>PROFESSIONAL CERTIFICATE</b>	<ul style="list-style-type: none"> <li>Requires diploma or GED</li> <li>17 with parental consent; 18 without</li> </ul>	Air Force, Army, Coast Guard, Navy, Marines For more information: <a href="http://todaysmilitary.com">http://todaysmilitary.com</a>
<b>APPRENTICESHIP</b>	<ul style="list-style-type: none"> <li>Requires diploma or GED</li> <li>Less than 30 credits; little/no general education credits</li> <li>Complete in one year or less</li> </ul>	Medical Receptionist–DCC
<b>CERTIFICATE OF APPLIED SCIENCE</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>ASSOCIATE'S OF APPLIED SCIENCE DEGREE</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 Office Management Specialist—Helena College Office Assistant—Billings, Highlands, and Helena Colleges Office Support—GF College
<b>BACCALAUREATE DEGREE</b>	<ul style="list-style-type: none"> <li>Requires diploma or GED</li> <li>60-72 credits; includes 15-25 general education credits</li> <li>Complete in two years (if prepared academically in math and English)</li> </ul>	Administrative Assistant—City College, FVCC Business Administration—UMW Business Management/ Entrepreneurship—GF College Business Technology—DCC Call Center Management—FVCC Executive/Legal Administrative Assistant—FVCC Human Resources Management—UMW, FVCC Office Admin & Technology—GF College Office Assistant—Highlands College Small Business Entrepreneurship Tech—Helena College
	<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, UM, UMW, MSUN Business/Entrepreneurship--SKC Business & Information Tech—MT Tech