

Capital High School and Helena College

AAS Small Business Management



<http://www.careercruising.com>

Helena College University of MT
AAS, Small Bus. Mgt. Technology

Name: _____ Username: _____ Password: _____ Date: _____

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

Career Pathway	General Management	↔	Entrepreneur Chief Executive Officer General Manager Human Resource Manager Business Owner Benefits manager
	Business Information Management	↔	Information Systems Manager Bookkeeper Billing Supervisor Finance Director Accountant Payroll Accounting Clerk
	Human Resources Management	↔	Human Resources Manager Interpreter/Translator Personnel Recruiter Benefits and Job Analyst Specialist Compliance Officer
	Operations Management	↔	Training and Development Manager Operations Analyst Budget Analyst International Merchandising Manager Product Manager
	Administrative Support	↔	Administrative Assistant Office Manager Desktop Publisher Transcriptionist Dispatcher Computer Operator Data Entry

SUGGESTED HIGH SCHOOL COURSES

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

Secondary	9th Grade	English	• English I	10th Grade	English	• English II	11th Grade	English	• English III or • AP English or • COMX 131 (DC)	12th Grade	English	• AP English or • College Writing 101 (DC) • Literature (DC) • Technical Writing 121 (DC)	Supporting Pathway Electives
		Math	• Pre Algebra • Math I		Math	• Math II		Math	• Math III • Math 121 (DC) College Algebra		Math	• Math 121 (DC) College Algebra	
		Science	• Earth Science		Science	• Biology		Elective	•		Elective	•	
		Social Studies	• World Cultures		Social Studies	• Elective		Social Studies	• US History		Social Studies	• US Government	
		Elective	•		Health Enhancement/ PE	• Health • Phys Ed 2		Elective	•		Elective	•	
		P.E.	• Phys Ed 1		Elective	•		Elective	•		Elective	•	
	Elective	• Money Management	Elective	•	Fine Arts	• Art I	Elective	•					
	Career & Tech. Ed.	•	Career & Tech. Ed.	• Computer Tech Skills (TASK113)	Career & Tech. Ed.	• Acct. I (DC)ACTG101	Career & Tech. Ed.	• Acct. II at HCT					
													Student Organizations
													• BPA http://www.bpa.org • DECA www.deca.org

Helena School District I Graduation Requirements

English	Math	Science	Social Studies	American History	American Government	Health Enhancement	P.E.	Fine Arts	Career & Tech. Ed.	Electives
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 121T – Technical Writing, Math 121 – College Algebra (UM Helena),

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 – Counselors – Jeramie Robinson, Carol Perisho, Jamie Bawden, Chance Ferlicka

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

Helena College University of Montana

Semester	Math	English	Major	Other
Semester 1 15 Credits	M108T Business Math OR M121 College Algebra	Writ 101 College Writing 1 OR WRIT121T Introduction to Technical Writing	ACTG101 Accounting Procedures I BGEN 105 Intro To Business	TASK113 Keyboarding & Document Processing OR CAPP 154 MS Word
Semester 2 18 Credits			BMGT 210 Small Business Entrepreneurship ACTG205 Computerized Accounting BGEN 201 Foundation of Business Ethics	CAPP156 MS Excel HR110T Career Development and Human Relations OR SOC1101 Intro to Sociology OR PSYX100 Introduction to Psychology
Semester 3 18 Credits		COMM131 Intro to Public Speaking OR COMM201 Intro to Public Relations	ACTG180 Payroll Accounting BMKT225 Marketing BFIN265 Intro to Business Finance	ECNS203 Principles of Micro/Macro Economics OR ECNS201 Microeconomics OR ECNS202 Macroeconomics AND BMGT215 Human Resource Management OR BMGT263 Legal Issues in Human Resources OR BGEN 298 Internship OR BGEN292 Independent Study
Semester 4 15 Credits			BMGT235 Management PSCI240 Introduction to Public Administration BGEN299 Capstone: Business	BGEN235 Business Law I OR BGEN236 Business Law II CAPP153 MS PowerPoint

MILITARY	<ul style="list-style-type: none"> Requires diploma or GED 	17 with parental consent; 18 without	Air Force, Army, Coast Guard, Navy, Marines For more information: http://todaysmilitary.com
PROFESSIONAL CERTIFICATE	<ul style="list-style-type: none"> Requires diploma or GED Less than 30 credits; little/no general education credits Complete in one year or less 		Medical Receptionist--DCC
APPRENTICESHIP	<ul style="list-style-type: none"> Requires diploma or GED Minimum 2,000 hours of supervised experience 	Must be at least 18	See the MT Dept of Labor website for more information: http://wsd.dli.mt.gov/apprenticeship/default.asp
CERTIFICATE OF APPLIED SCIENCE	<ul style="list-style-type: none"> Requires diploma or GED 30-45 credits; limited general education credits Complete in one year or less 		Office Assistant—Billings, Highlands, and Helena College Office Support—Great Falls College
ASSOCIATE'S OF APPLIED SCIENCE DEGREE	<ul style="list-style-type: none"> Requires diploma or GED 60-72 credits; includes 15-25 general education credits Complete in two years (if prepared academically in math and English) 		Administrative Office Management Specialist—Helena College Administrative Assistant—City College, FVCC Business Administration—UMW Business Management/ Entrepreneurship—GFCollege 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
BACCALAUREATE DEGREE	<ul style="list-style-type: none"> Requires 4-year college prep for admission 128 credits (approximately) Complete in four years 		Agribusiness—MSU Business Administration—MSUB, MSU, UM, UMW, MSUN Business/Entrepreneurship--SKC Business & Information Tech—TECH