### Capital High School and Helena College
**AAS Small Business Management**

[http://www.careercruising.com](http://www.careercruising.com)

**Helena College University of MT**

**AAS, Small Bus. Mgt. Technology**

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**Sample Occupations**
- 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

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**SUGGESTED HIGH SCHOOL COURSES**

**English**
- English I
- English II
- English III
- AP English
- COMX 131 (DC)

**Math**
- Pre Algebra
- Math I
- Math II
- Math III
- Math 121 (DC)
- College Algebra

**Science**
- Earth Science
- Biology
- Health
- Health Enhancement/PE
- World Cultures
- Phys Ed 2

**Social Studies**
- World Cultures
- Social Studies
- History
- Social Studies
- US History

**P.E.**
- Phys Ed 1
- Phys Ed 2

**Elective**
- Computer Tech Skills (TASK113)
- Art I
- Act II at HCT

**Career & Tech. Ed.**
- Money Management
- Accounting
- Business Management

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**Helena School District I Graduation Requirements**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
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<tr>
<td>Math</td>
<td>2</td>
</tr>
<tr>
<td>Science</td>
<td>2</td>
</tr>
<tr>
<td>Social Studies</td>
<td>1</td>
</tr>
<tr>
<td>American History</td>
<td>1</td>
</tr>
<tr>
<td>American Government</td>
<td>1</td>
</tr>
<tr>
<td>Health Enhancement</td>
<td>.5</td>
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<tr>
<td>P.E.</td>
<td>1.5</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1</td>
</tr>
<tr>
<td>Career &amp; Tech. Ed.</td>
<td>1</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
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</tbody>
</table>

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**Supporting Pathway Electives**
- AP English
- College Writing 101 (DC)
- Literature (DC)
- Technical Writing 121 (DC)

**Student Organizations**
- BPA [http://www.bpa.org](http://www.bpa.org)
- DECA [www.deca.org](http://www.deca.org)
## 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/](http://www.montanadigitalacademy.org/)

### Permanent Link: [http://www.montanadigitalacademy.org/](http://www.montanadigitalacademy.org/)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Math</th>
<th>English</th>
<th>Major</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1 15 Credits</td>
<td>M108T Business Math OR M121 College Algebra</td>
<td>Writ 101 College Writing 1 OR WRT121T Introduction to Technical Writing</td>
<td>ACTG101 Accounting Procedures I BGEN 105 Intro To Business</td>
<td>TASK113 Keyboarding &amp; Document Processing OR CAPP 154 MS Word</td>
</tr>
<tr>
<td>Semester 2 18 Credits</td>
<td></td>
<td>BMGT 210 Small Business Entrepreneurship ACTG205 Computerized Accounting BGEN 201 Foundation of Business Ethics</td>
<td></td>
<td>CAPP156 MS Excel HR110T Career Development and Human Relations OR SOCI101 Intro to Sociology OR PSYX100 Introduction to Psychology</td>
</tr>
<tr>
<td>Semester 3 18 Credits</td>
<td></td>
<td>COMM131 Intro to Public Speaking OR COMM201 Intro to Public Relations</td>
<td>ACTG180 Payroll Accounting BMKT225 Marketing BFIN265 Intro to Business Finance</td>
<td>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</td>
</tr>
<tr>
<td>Semester 4 15 Credits</td>
<td></td>
<td></td>
<td>BMGT235 Management PSCI240 Introduction to Public Administration BGEN299 Capstone: Business</td>
<td>BGEN235 Business Law I OR BGEN236 Business Law II CAPP153 MS PowerPoint</td>
</tr>
</tbody>
</table>

### MILITARY

- Requires diploma or GED
- 17 with parental consent; 18 without
- Air Force, Army, Coast Guard, Navy, Marines
  - For more information: [http://todaysmilitary.com](http://todaysmilitary.com)

### PROFESSIONAL CERTIFICATE

- Requires diploma or GED
- Less than 30 credits; little/no general education credits
- Complete in one year or less
- Medical Receptionist–DCC

### APPRENTICESHIP

- Requires diploma or GED
- Must be at least 18
- Minimum 2,000 hours of supervised experience
- See the MT Dept of Labor website for more information: [http://wsd.dli.mt.gov/apprenticeship/default.asp](http://wsd.dli.mt.gov/apprenticeship/default.asp)

### CERTIFICATE OF APPLIED SCIENCE

- 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

- 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

- 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