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| **HIGH SCHOOL: Lincoln High School** | | | | | | ***BIG SKY PATHWAY PROPOSAL*** | | |
| **COLLEGE: Helena College** | | | | | | Busi.jpg | | |
| **COLLEGE DEGREE PROGRAM: AAS Small Business Management** | | | | | |
| **Cluster Overview:**  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. | | | | **Pathway Options:**   * Administrative Support * Business Information Management * General Management * Human Resources Management * Operations Management | | **Occupation Examples:**  Human resources manager, Administrative Assistant, Information Systems Manager, Management analyst, Marketing manager, Receptionist, Interviewer  *For a complete listing, go to:*  [*http://online.onetcenter.org/find/career?c=4&g=Go*](http://online.onetcenter.org/find/career?c=4&g=Go) | | |
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| **SUGGESTED HIGH SCHOOL COURSES** | | | | | | | | |
| **9th** | Graduation Requirements  Workforce/2-Year College Prep | |  | | | | | **Recommended CTE Cluster Foundation Course(s):** Computer Literacy |
| 4-Year MT College/Univ Prep (Rigorous Core) | |  | | | | |
| ***CTE and/or Electives*** | |  | | | | | **Recommended CTE Pathway Courses:** Acco |
| **10th** | Graduation Requirements  Workforce/2-Year College Prep | |  | | | | |
| 4-Year MT College/Univ Prep  (Rigorous Core) | |  | | | | |
| ***CTE and/or Electives*** | |  | | | | | **Other Recommended CTE Courses:** |
| **11th** | Graduation Requirements  Workforce/2-Year College Prep | |  | | | | |
| 4-Year MT College/Univ Prep  (Rigorous Core) | |  | | | | |
| ***CTE and/or Electives*** | |  | | | | |
| **12th** | Graduation Requirements  Workforce/2-Year College Prep | |  | | | | | **Career & Technical Student Organization(s):** |
| 4-Year MT College/Univ Prep  (Rigorous Core) | |  | | | | |
| ***CTE and/or Electives*** | |  | | | | |
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| **ADVANCED LEARNING OPPORTUNITIES**  **High School to College/Career Linkages** | | | | | | | | |
| **CTE START courses:** | | | | | | | | |
| **Advanced Placement or IB courses:** | | | | | | | | |
| **Dual Enrollment courses:** WRIT 101, BIOB160, COMX111 Public Speaking, PSYX100 Intro to Psychology ?????? | | | | | | | | |
| **Online courses:** *Montana Digital Academy*  ECNS201 Microeconomics, ECNS202 Macroeconomics, ECNS203 Principles of Micro & Macro Economics, PSYX100 Intro to Psychology, BGEN105 Intro to Business,PSCI240 Introduction to Public Administration | | | | | | | | |
| **Other:** | | | | | | | | |
| **POSTSECONDARY PROGRAM OF STUDY** | | | | | | | | |
|  | | **Math** | | **English** | **Major** | | **Other** | |
| **Semester 1** | | M108T Business Math  M121 College Algebra | | WRIT101 College Writing  WRIT121T Intro to Tech Writing | ACTG101 Accounting Procedures I BGEN105 Intro to Business | | TASK113 Keyboarding and/ or Document Processing  CAPP154 MS Word | |
| **Semester 2** | |  | |  | 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  SOCI101 Intro to Sociology | |
| **Semester 3** | |  | | 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 | |
| **Semester 4** | |  | |  | BMGT235 Management  PSCI240 Introduction to Public Administration  BGEN299 Capstone: Business | | BGEN235 BUS Law 1 OR  BGEN236 BUS Law 2  CAPP153 MS PowerPoint | |

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| **MONTANA POSTSECONDARY OPPORTUNITIES**  ***Montana University System Degree and Program Inventory:*** [*http://www.homepage.montana.edu/~mus/drginv/*](http://www.homepage.montana.edu/~mus/drginv/)  [***Your Guide to Montana's Certificate and Associate Degree Programs***](http://mus.edu/twoyear/YourGuide.html)***:*** [*http://mus.edu/twoyear/YourGuide.html*](http://mus.edu/twoyear/YourGuide.html) | | | | | |
| **MSU Two Year Colleges and Programs:**  City College MSUB—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) | | **Community Colleges:**  Dawson Community College (DCC)  Flathead Valley Community College (FVCC)  Miles Community College (MCC) | **Tribal Colleges:** 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) | | **Four Year Colleges/Universities:** MSU—Bozeman; MSUB—Billings; MSUN—Havre; MT Tech—Butte; UM—Missoula; UMW—Dillon |
| **MILITARY** | * Requires diploma or GED * 17 with parental consent; 18 without | | | Air Force, Air Guard, Army, Coast Guard, Marines, and Navy  For more information: *http://todaysmilitary.com* | |
| **PROFESSIONAL CERTIFICATE** | * Requires diploma or GED * Less than 30 credits; little/no general ed credits * Complete in one year or less | | | Business Administration ― MCC  Medical Receptionist ― DCC  Business Management/ Entrepreneurship ― MCC  Customer Service Relations ― FVCC, MCC  Human Resources Management ― HC  Medical Administrative Assistant ― MCC | |
| **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 | | | 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 | |
| **ASSOCIATE’S OF APPLIED SCIENCE DEGREE** | * Requires diploma or GED * 60-72 credits; includes 15-25 general ed credits * Complete in two years *(if prepared academically in math and English)* | | | 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 | |
| **BACCALAUREATE DEGREE** | * Requires 4-year college prep for admission * 128 credits (approximately) * Complete in four years | | | 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*