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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 RequirementsWorkforce/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 RequirementsWorkforce/2-Year College Prep |  |
| 4-Year MT College/Univ Prep (Rigorous Core)  |  |
| ***CTE and/or Electives*** |  | **Other Recommended CTE Courses:**  |
| **11th** | Graduation RequirementsWorkforce/2-Year College Prep |  |
| 4-Year MT College/Univ Prep (Rigorous Core) |  |
| ***CTE and/or Electives*** |  |
| **12th** | Graduation RequirementsWorkforce/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 MathM121 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 EthicsCAPP156 MS Excel BMGT210 Small Business Entrepreneurship  | HR110T Career Development and/or Human Relations ORPSYX100 Intro to Psychology OR SOCI101 Intro to Sociology  |
| **Semester 3** |  | COMX111 Intro to Public Speaking ORCOMX250 Intro to Public Relations | ACTG180 Payroll AccountingBMKT225 MarketingBFIN265 Intro to Business Finance | ECNS201 Microeconomics ORECNS202 Macroeconomics ORECNS203 Principles of Micro & Macro Economics ANDBMGT215 Human Resource Management OR BMGT263 Legal Issues in Human Resources OR BGEN 298 Internship OR BGEN292 Independent Study |
| **Semester 4** |  |  | BMGT235 ManagementPSCI240 Introduction to Public AdministrationBGEN299 Capstone: Business | BGEN235 BUS Law 1 ORBGEN236 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 NavyFor 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 ― MCCMedical 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, CDKCBusiness 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-TechSmall 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-TechExecutive/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 ― MSUBusiness Administration ― MSUB, MSU, UMW, MSUN Business/Entrepreneurship ― SKC Business & Information Tech ― MT Tech |

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