

Helena High School and Helena College



AAS Accounting Technology

<http://www.careercruising.com>

Student: _____ Username: _____ Password: _____ Helena College – University of Montana
AAS, A & BT Accounting Technology

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

Career Pathway	Securities & Investments	↔	Stock Brokers, Tax Preparation Specialists, Personal Financial Advisor, Stock Brokers, Investment Advisor, Development Officers
	Business Finance	↔	Accountant, Financial Analyst, Auditor, Revenue Agent, Real Estate Analyst, Treasurer, Controller, Chief Revenue Officer
	Banking Services	↔	Credit Analyst, Loan Officer, Teller, Internal Auditor, Compliance Officer, Debt Counselor, Repossession Agent, Loan Processor
	Insurance	↔	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

Secondary	9th Grade	English	<ul style="list-style-type: none"> English I or Honors English I 	10th Grade	English	<ul style="list-style-type: none"> English II or Honors English II 	11th Grade	English	<ul style="list-style-type: none"> English III Or Honors English III AP English III 	12th Grade	English	<ul style="list-style-type: none"> AP English IV or College Writing 101 (DC) Technical Writing 121T (DC) 	Supporting Pathway Electives <ul style="list-style-type: none"> AP Psychology Bengal Business Sports Marketing Buisness Co-op Internship Speech
		Math	<ul style="list-style-type: none"> Algebra I or Honors Math I 		Math	<ul style="list-style-type: none"> Geometry or Honors Math II 		Math	<ul style="list-style-type: none"> Algebra II or M151 Pre-Calculus 		Elective	<ul style="list-style-type: none"> M151 Pre-Calc M121 College Algebra STAT 216 Statistics 	
		Science	<ul style="list-style-type: none"> Earth Science 		Science	<ul style="list-style-type: none"> Biology or AP Biology 		Elective			Elective		
		Social Studies	<ul style="list-style-type: none"> World Cultures 		Elective			Social Studies	<ul style="list-style-type: none"> US History or AP History 		Social Studies	<ul style="list-style-type: none"> US Government or AP US Governmt 	
		Elective			Health Enhancement	<ul style="list-style-type: none"> Health 		Elective			Elective		
		P.E.	<ul style="list-style-type: none"> Phys Ed 1 		P.E.	<ul style="list-style-type: none"> Phys Ed 2 		Elective			Elective		
		Elective	<ul style="list-style-type: none"> Career Planning 		Elective	<ul style="list-style-type: none"> Tech Skills for Life 		Fine Arts	<ul style="list-style-type: none"> Art I 		Elective	<ul style="list-style-type: none"> Law and Justice 	
		Career & Tech. Ed.	<ul style="list-style-type: none"> Money Mngmt. 		Career & Tech. Ed.	<ul style="list-style-type: none"> Marketing 		Career & Tech. Ed.	<ul style="list-style-type: none"> Acct.I (DC) ACTG101 		Career & Tech. Ed.	<ul style="list-style-type: none"> Small Business Management 	Student Organizations <ul style="list-style-type: none"> 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: English 101 – College Writing, English 121 – Technical Writing, Math 111 - Technical Math, Math 121 – College Algebra, STAT 216 Statistics Math 151- Pre-Calculus

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

Work-based Learning: Business and Marketing Instructors, High School Counselors

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

Helena College – University of Montana

Semester	Math	English	Major	Other
Semester 1 15 Credits	M121 College Algebra M108T Business Math	WRIT101 College Writing 1 or WRIT121T Technical Writing	ACTG101 Accounting Procedures I BGEN 105 Intro to Business	TASK 113 Keyboarding & Document Processing or CAPP 154 MS Word
Semester 2 18 Credits			ACTG102 Accounting Procedures II ACTG205 Computerized Accounting BGEN 201 Foundations of Business Ethics	CAPP 156 MS Excel HR110T Career Development or SOC1101 Intro to Sociology or PSYX100 Introduction to Psychology AND electives
Semester 3 18 Credits		COMX 131 Intro to Public Speaking OR COMX 250 Intro to Public Relations	ACTG211 Income Tax Fundamentals ACTG180 Payroll Accounting ACTG201 Principles of Financial Accounting	CAPP266 Advanced MS Excel ECNS203 Principles of Micro/Macro Economics or ECNS201 Microeconomics or ECNS202 Macroeconomics
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				
PROFESSIONAL CERTIFICATE	<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	
APPRENTICESHIP	<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	
CERTIFICATE OF APPLIED SCIENCE	<ul style="list-style-type: none"> 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	
ASSOCIATE'S OF APPLIED SCIENCE DEGREE	<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, Helena Colleges Office Support—Great Falls	
BACCALAUREATE 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 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 Small Business Entrepreneurship Tech—Helena College	
	<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	