

Helena High School and Helena College

AAS Small Business Management

<http://www.careercruising.com>



Helena College – University of Montana

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		9 th Grade		10 th Grade		11 th Grade		12 th Grade		Supporting Pathway Electives
	English	<ul style="list-style-type: none"> English I or Honors English I 	English	<ul style="list-style-type: none"> English II or Honors English II 	English	<ul style="list-style-type: none"> English III or AP English 3 	English	<ul style="list-style-type: none"> AP English IV or College Writing 101 (DC) Technical Writing WRIT121T (DC) 	<ul style="list-style-type: none"> Law and Justice Marketing Money Management* Sports Marketing Bengal Business Small Business Management Business Co-op Internship Speech 	
	Math	<ul style="list-style-type: none"> Pre Algebra Algebra I 	Math	<ul style="list-style-type: none"> Geometry 	Math	<ul style="list-style-type: none"> Algebra II 	Math	<ul style="list-style-type: none"> M121 (DC) College Algebra STAT 216 Statistics M151 Pre-Calculus 		
	Science	<ul style="list-style-type: none"> Earth Science 	Science	<ul style="list-style-type: none"> Biology or AP Biology 	Elective	<ul style="list-style-type: none"> . 	Elective	<ul style="list-style-type: none"> . 		
	Social Studies	<ul style="list-style-type: none"> World Cultures 	Social Studies	<ul style="list-style-type: none"> Elective 	Social Studies	<ul style="list-style-type: none"> US History or AP US History 	Social Studies	<ul style="list-style-type: none"> US Government or AP US Government 		
	Elective	<ul style="list-style-type: none"> . 	Health Enhancement/ PE	<ul style="list-style-type: none"> Health Phys Ed 2 	Elective	<ul style="list-style-type: none"> . 	Elective	<ul style="list-style-type: none"> . 		
	P.E.	<ul style="list-style-type: none"> Phys Ed 1 	Elective	<ul style="list-style-type: none"> . 	Elective	<ul style="list-style-type: none"> . 	Elective	<ul style="list-style-type: none"> . 		
	Elective	<ul style="list-style-type: none"> . 	Elective	<ul style="list-style-type: none"> . 	Fine Arts	<ul style="list-style-type: none"> Art I 	Elective	<ul style="list-style-type: none"> . 		
	Career & Tech. Ed.	<ul style="list-style-type: none"> Money Management* 	Career & Tech. Ed.	<ul style="list-style-type: none"> Tech Skills for Life 	Career & Tech. Ed.	<ul style="list-style-type: none"> Acct. I (DC)ACTG101 	Career & Tech. Ed.	<ul style="list-style-type: none"> . 		

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
□□□□	□□	□□	□	□	□	□	□□	□	□□	□□□□□□

ADVANCED LEARNING OPPORTUNITIES

High School to College/Career Linkages

Dual Credit: English 101 – College Writing, English 121T – Technical Writing, Math 121 – College Algebra (UM Helena) STAT 216- Statistics; M151 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 Work Coop – Business and Marketing Faculty and 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	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 And Electives
Semester 3 18 Credits		COMX131 Intro to Public Speaking OR COMX250 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—City, Highlands, and Helena Colleges Office Support—Great Falls
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 Assistant—City College, FVCC Business Administration—UMW Business Management/ Entrepreneurship—Great Falls College Business Technology—DCC Call Center Management—FVCC Executive/Legal Administrative Assistant—FVCC Human Resources Management—UMW, FVCC Office Admin & Technology—Great Falls College Office Assistant—Highlands 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