HIGH SCHOOL: Jefferson High School

COLLEGE: Helena College

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**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Graduation Requirements</th>
<th>Recommended CTE Cluster Foundation Course(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th</td>
<td>Workforce/2-Year College Prep</td>
<td>English 1, Algebra 1, PE/Health, Physical Science</td>
</tr>
<tr>
<td></td>
<td>4-Year MT College/Univ Prep (Rigorous Core)</td>
<td>English 1, Algebra 1, PE/Health, Physical Science</td>
</tr>
<tr>
<td></td>
<td><strong>CTE and/or Electives</strong></td>
<td>Keyboarding</td>
</tr>
<tr>
<td>10th</td>
<td>Workforce/2-Year College Prep</td>
<td>English 2, Geometry, PE/Health, Biology, World History</td>
</tr>
<tr>
<td></td>
<td>4-Year MT College/Univ Prep (Rigorous Core)</td>
<td>English 2, Geometry, PE/Health, Biology, World History</td>
</tr>
<tr>
<td></td>
<td><strong>CTE and/or Electives</strong></td>
<td>Accounting 1, Intro to Business</td>
</tr>
<tr>
<td>11th</td>
<td>Workforce/2-Year College Prep</td>
<td>English 3, US History, Chemistry, Algebra 2</td>
</tr>
<tr>
<td></td>
<td>4-Year MT College/Univ Prep (Rigorous Core)</td>
<td>English 3, US History, Chemistry, Algebra 2</td>
</tr>
<tr>
<td></td>
<td><strong>CTE and/or Electives</strong></td>
<td>Personal Finance, Accounting 2, Intro to Business</td>
</tr>
<tr>
<td>12th</td>
<td>Workforce/2-Year College Prep</td>
<td>English 4, Government, Ecology</td>
</tr>
<tr>
<td></td>
<td>4-Year MT College/Univ Prep (Rigorous Core)</td>
<td>English 4, Government, Ecology</td>
</tr>
<tr>
<td></td>
<td><strong>CTE and/or Electives</strong></td>
<td>Personal Finance, Accounting 2, Intro to Business</td>
</tr>
</tbody>
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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, BI0B160, 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:**

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**POSTSECONDARY PROGRAM OF STUDY**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Math</th>
<th>English</th>
<th>Major</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>M108T Business Math</td>
<td>WRIT101 College Writing</td>
<td>ACTG101 Accounting Procedures I</td>
<td>TASK113 Keyboarding OR Document Processing AND CAPP154 MS Word</td>
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<tr>
<td></td>
<td>M121 College Algebra</td>
<td>WRIT121T Intro to Tech Writing</td>
<td>BGEN105 Intro to Business</td>
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</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Math</th>
<th>English</th>
<th>Major</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ACTG205 Computerized Accounting</td>
<td>BGEN201 Foundations of BUS Ethics</td>
<td>HR110T Career Development and/or Human Relations OR PSYX100 Intro to Psychology OR SOCI101 Intro to Sociology</td>
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<tr>
<td></td>
<td>BGEN201 MS Excel</td>
<td>BMGT210 Small Business Entrepreneurship</td>
<td>AND Electives</td>
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</tbody>
</table>

October 2012
### Semester 3
<table>
<thead>
<tr>
<th>Course</th>
<th>Course Description</th>
<th>Courses Required</th>
<th>Semester 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMX111</td>
<td>Intro to Public Speaking OR COMX250 Intro to Public Relations</td>
<td></td>
<td>BMGT235 Management</td>
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<tr>
<td>ACTG180</td>
<td>Payroll Accounting</td>
<td></td>
<td>PSCI240 Introduction to Public Administration</td>
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<tr>
<td>BMKT225</td>
<td>Marketing</td>
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<td>BGEN299 Capstone: Business</td>
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<tr>
<td>BFIN265</td>
<td>Intro to Business Finance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECNS201</td>
<td>Microeconomics OR ECNS202</td>
<td></td>
<td>BUS Law 1 OR</td>
</tr>
<tr>
<td></td>
<td>Macroeconomics OR</td>
<td></td>
<td>BUS Law 2</td>
</tr>
<tr>
<td></td>
<td>ECNS203 Principles of Micro &amp; Macro Economics AND BMGT215 Human Resource Management OR BMGT263 Legal Issues in Human Resources OR BGEN 298 Internship OR BGEN292 Independent Study</td>
<td></td>
<td></td>
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</table>

### 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)

### 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); Missoula College UM—Missoula (MC); Gallatin College MSU—Bozeman (GC)

### Community Colleges:
- Dawson Community College (DCC)
- Flathead Valley Community College (FPCC)
- Miles Community College (MCC)

### Tribal Colleges:
- Aaniih 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

### 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
- 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*