


HIGH SCHOOL: Lincoln High School, Lincoln, MT		BIG SKY PATHWAY PROPOSAL 
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: <ul style="list-style-type: none"> • 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 <i>For a complete listing, go to:</i> http://online.onetcenter.org/find/career?c=4&q=Go

SUGGESTED HIGH SCHOOL COURSES

9th	Graduation Requirements Workforce/2-Year College Prep	9 th English, Earth Science, Algebra I, Current Events/MT History, 9 th PE/Health	Recommended CTE Cluster Foundation Course(s): Computer Literacy *Financial Literacy *Personal Business Literacy
	4-Year MT College/Univ Prep (Rigorous Core)		
	CTE and/or Electives	<i>Computer Literacy, Community Service, Creative Writing, MTDA-for Language, Art I</i>	
10th	Graduation Requirements Workforce/2-Year College Prep	10 th English, Biology, Geometry, Global Studies, 10 th PE/Health	Recommended CTE Pathway Courses: Street Law Street Law II Intro to Business & Technology
	4-Year MT College/Univ Prep (Rigorous Core)		
	CTE and/or Electives	<i>Street Law, Intro to Business and Technology, Art II, Media, Yearbook/Photography, World Quest Debate, Adv. Literature, Media, Community Service, MTDA- for Language</i>	
11th	Graduation Requirements Workforce/2-Year College Prep	11 th English, US History, Jr. Prep/*Financial Literacy, Algebra II	Other Recommended CTE Courses:
	4-Year MT College/Univ Prep (Rigorous Core)		
	CTE and/or Electives	<i>Street Law, Street Law II, Intro to Business and Technology, Art III, Media, Yearbook/Photography, World Quest Debate, Community Service, MTDA- for Language, AP Courses</i>	
12th	Graduation Requirements Workforce/2-Year College Prep	12 th English, Government, Sr. Prep/*Personal Business Literacy, Pre-Calculus	Career & Technical Student Organization(s): Plan to re-open BPA chapter. *=-Required for graduation
	4-Year MT College/Univ Prep (Rigorous Core)		
	CTE and/or Electives	<i>Street Law, Street Law II, Intro to Business and Technology, Art IV, Media, Yearbook/Photography, Adv. Literature, Creative Writing, World Quest Debate, Community Service, MTDA-for Language, AP Courses, Dual Credit Courses.</i>	

ADVANCED LEARNING OPPORTUNITIES High School to College/Career Linkages

CTE START courses:
Advanced Placement or IB courses: AP courses are taken through Montana Digital Academy- test through College Board, exam administered at school
Dual Enrollment courses: WRIT 101, PSYX100 Intro to Psychology
Online courses: <i>Montana Digital Academy:</i> ECNS201 Microeconomics, ECNS202 Macroeconomics, ECNS203 Principles of Micro & Macro Economics, PSYX100 Intro to Psychology, BGEN105 Intro to Business, PSCI240 Introduction to Public Administration
Other: <i>Work Experience; Job Applications, Mock Interviews, Cover letters and Resumes; Perkins Advisory Community Member (Bank President) as a guest speaker, mock interviewer, and job exploration.</i>

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 OR Document Processing AND 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 AND Electives
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

MONTANA POSTSECONDARY OPPORTUNITIES			
<p><i>Montana University System Degree and Program Inventory: http://www.homepage.montana.edu/~mus/drqinv/</i> <i>Your Guide to Montana's Certificate and Associate Degree Programs: http://mus.edu/twoyear/YourGuide.html</i></p>			
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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<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	
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 	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	<ul style="list-style-type: none"> Requires diploma or GED 60-72 credits; includes 15-25 general ed credits Complete in two years (<i>if prepared academically in math and English</i>) 	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	<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, UMW, MSUN Business/Entrepreneurship – SKC Business & Information Tech – MT Tech

Degree and Program Inventory above may not be all inclusive