Big Sky Pathway
Program of Study Team Worksheet

Requirements:
The Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV), calls for states to offer "career and technical programs of study as educational options to students and parents when planning for and completing future coursework. These programs must:
- Incorporate and align secondary and postsecondary education elements and curriculum,
- Include academic and CTE content in a coordinated, non-duplicative progression,
- Offer the opportunity, where appropriate, for secondary students to postsecondary credits, and,
- Must lead to an industry-recognized credential or certificate, or degree.

In addition to the requirements above, Programs of Study in Montana must also meet the following criteria:
- Programs of study must include all state and local high school graduation requirements

Date of Meeting: January 31, 2014

Career Clusters: Business Management & Administration

Finance

Career Pathway/Programs of Study: Small Business Management, Administration, and Accounting

High school & College: CAPITAL High School and Helena College

Program of Study (POS) Team Members:

By signing below, members verify that requirements are met.

<table>
<thead>
<tr>
<th>Team Member</th>
<th>Name/Affiliation</th>
<th>Role/Responsibility</th>
<th>Signature/Date</th>
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</thead>
<tbody>
<tr>
<td>Business &amp; Industry</td>
<td>Brandon Orr; Montana Small Business Development Center</td>
<td>Connect with small businesses in the region to provide avenues for work experiences as part of pathway</td>
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<tr>
<td>College Pathway Coordinator</td>
<td>Jan Clinkard; Helena College</td>
<td>Convene and facilitate meeting to update POS process and documents</td>
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<tr>
<td>OPI Specialist</td>
<td>Eric Swenson, OPI</td>
<td>Provide information about career opportunities and employment outlook, assist in clarifying process, help schools refine POS.</td>
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<tr>
<td>Secondary Administration</td>
<td>Brett Zahn; CHS</td>
<td>Approve POS</td>
<td></td>
</tr>
<tr>
<td>(Principal or Superintendent)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Postsecondary Administration</td>
<td>Tim Kelley, Helena College</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Dept Chair)</td>
<td>Deniz Rouse</td>
<td></td>
<td></td>
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<tr>
<td>Secondary Counselor</td>
<td>CHHS</td>
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In developing a pathway/program of study, it is also important to determine that the pathway includes the following elements:

<table>
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<th>Pathway Checklist</th>
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<tbody>
<tr>
<td>Element</td>
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<tr>
<td>1. Pathway includes all state and local graduation requirements preparing students for entry into a postsecondary program</td>
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<tr>
<td>2. Pathway identifies the appropriate secondary CTE, academic, and recommended elective courses offered by the high school which will prepare the student for college-level courses without remediation</td>
</tr>
<tr>
<td>3. Pathway outlines a non-duplicative sequence of courses from grades 9-12 and from secondary to postsecondary education</td>
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<td>4. Pathway leads to an industry-recognized postsecondary credential, degree or employment</td>
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<td>5. Curriculum between secondary and postsecondary institutions has aligned curriculum, using industry recognized standards or with input of local/regional business and industry (May use Gap Analysis)</td>
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<tr>
<td>List National Standards or Local/Regional Business Here: <a href="#">National Standards for Business Education</a></td>
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<tr>
<td>6. Pathway includes dual enrollment, high school for college credit, and opportunities for industry-recognized credentials and work-based learning experiences when applicable</td>
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<tr>
<td>7. The pathway utilizes the guidance of a web-based career counseling system, or information regarding the pathway is available on the institution’s website</td>
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# Advanced Learning Opportunities

**High School to College/Career Linkages**

**Articulated Dual Credit:** Accounting 1, English 101 - College Writing, English 121 - Technical Writing, Math 111 - Technical Math, Math 121 - College Algebra, (UM Helena), MS Word, MS Excel

**Advanced Placement Courses:** AP Lang & Comp, AP History, AP European History, AP English IV, AP Government, AP Economics, AP Biology

**Work-based Learning:** Terri Norman - Business Work Coop - Email - tnorman@hsdt.org - Counselors - Jeramie Robinson, Carol Perisho, Jamie Bawden, Chance Ferlicka

**On-line Learning:** Montana Digital Academy - [http://www.montanadigitalacademy.org/](http://www.montanadigitalacademy.org/)

### Helena College - University of Montana

<table>
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<tr>
<th>Semester</th>
<th>Math</th>
<th>English</th>
<th>Major</th>
<th>Other</th>
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<tbody>
<tr>
<td>Semester 1</td>
<td>M108T Business Math or M121 College Algebra</td>
<td>WRIT101 College Writing 1 or WRIT121T Technical Writing</td>
<td>ACTG101 Accounting Procedures I or BGEN105 Intro To Business</td>
<td>TASK113 Keyboarding &amp; Document Processing or CAPP 154 MS Word</td>
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<tr>
<td>Semester 2</td>
<td></td>
<td>COMX111 Intro to Public Speaking</td>
<td>ACTG102 Accounting Procedures II or ACTG205 Computerized Accounting or BGEN 201 Foundations of Business Ethics</td>
<td>CAPP 156 MS Excel or HR110T Career Development or SOCI101 Intro to Sociology or PSYX100 Introduction to Psychology AND electives</td>
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<tr>
<td>Semester 3</td>
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<td>ACTG211 Income Tax Fundamentals or ACTG180 Payroll Accounting or ACTG201 Principles of Financial Accounting</td>
<td>CAPP266 Advanced MS Excel or ECNS203 Principles of Micro/Macro Economics or ECNS201 Microeconomics or ECNS202 Macroeconomics</td>
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<tr>
<td>Semester 4</td>
<td></td>
<td></td>
<td>ACTG202 Principles of Managerial Accounting or ACTG215 Foundations of Gov. and Not for Profit Accounting</td>
<td>ACTG298 Internship or ACTG299 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</td>
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</table>

### Professional Certificate
- Requires diploma or GED
- 17 with parental consent 18 without

### Apprenticeship
- Requires diploma or GED
- Less than 30 credits; little/no general education credits
- Complete in one year or less

### Certificate of Applied Science
- Requires diploma or GED
- Must be at least 18
- Minimum 2,000 hours of supervised experience

### Associate’s of Applied Science Degree
- Requires diploma or GED
- 30-45 credits; limited general education credits
- Complete in one year or less

### Baccalaureate Degree
- Requires diploma or GED
- 60-72 credits; includes 15-25 general education credits
- Complete in two years (if prepared academically in math and English)
- Requires 4-year college prep for admission
- 120 credits (approximately)
- Complete in four years

### Military
- Air Force, Army, Coast Guard, Navy, Marines
- For more information: [http://mdc.military.com/](http://mdc.military.com/)

- Medical Receptionist-DCC

- See the MT Dept of Labor website for more information: [http://wbd.mt.gov/employment/ce/ce.asp](http://wbd.mt.gov/employment/ce/ce.asp)

- Administrative Office Management Specialist—Helena College
- Office Assistant—Billings, Headsprings, and Helena Colleges
- Office Support—GF College

- Administrative Assistant—City College, FYCC
- Business Administration—UMW
- Business Management/Entrepreneurship—GF College
- Business Technology—DCC
- Call Center Management—FYCC
- Executive/Legal Administrative Assistant—FYCC
- Human Resources Management—UMW, FYCC
- Office Admin & Technology—GF College
- Office Assistant—Highlands College
- Small Business Entrepreneurship Tech—Helena College

- Agricultural—MSU
- Business Administration—MSUB, MSU, UM, UW, MSU
- Business/Entrepreneurship—SJC
- Business & Information Tech—MT Tech