


<b>HIGH SCHOOL:</b> Gardiner High School (2013-2014)		 <b>BIG SKY PATHWAY PROPOSAL</b>
<b>COLLEGE:</b> Gallatin College		
<b>COLLEGE DEGREE PROGRAM:</b> Bookkeeping CAS		
<b>Cluster Overview:</b> Jobs in the Finance career cluster involve providing services for financial and investment planning, banking insurance, and business financial management.	<b>Pathway Options:</b> <ul style="list-style-type: none"> <li>• Securities and Investments</li> <li>• Business Finance</li> <li>• Accounting</li> <li>• Insurance</li> <li>• Banking Services</li> <li>• Bookkeeping</li> </ul>	<b>Occupation Examples:</b> Financial Manager, Comptroller, Insurance Sales Agent, Actuary, Estate Planner, Financial Advisor, Chief Financial Officer, Bookkeeper, Office Manager  For a complete listing, go to: <a href="http://online.onetcenter.org/find/career?c=6&amp;q=Go">http://online.onetcenter.org/find/career?c=6&amp;q=Go</a>

### SUGGESTED HIGH SCHOOL COURSES

<b>9th</b>	Graduation Requirements Workforce/2-Year College Prep	English 9, PE 9, Computer-Careers, Science 9, Math (General Math, Algebra I, Geometry), World History (or can be taken in 10 <sup>th</sup> grade),	<b>Recommended CTE Cluster Foundation Course(s):</b> Computer-Careers, Business Math
	4-Year MT College/Univ Prep (Rigorous Core)		
	<i>CTE and/or Electives</i>	Computer-Careers, Business Math, Environmental Science and Astronomy	<b>Recommended CTE Pathway Courses:</b> Accounting I, Accounting II
<b>10th</b>	Graduation Requirements Workforce/2-Year College Prep	English 10, PE 10, World History (or can be taken in 9 <sup>th</sup> grade), Math (General Math, Algebra I, Geometry), Science (students must have two years of science)	<b>Other Recommended CTE Courses:</b> General Business, Personal Finance
	4-Year MT College/Univ Prep (Rigorous Core)	Language through MTDA, Spanish I offered at Gardiner High School	
	<i>CTE and/or Electives</i>	Science options: Biology 1, Environmental Science and Astronomy Physics, Anatomy/Physiology, Microbiology and Yellowstone Science, Chemistry	
<b>11th</b>	Graduation Requirements Workforce/2-Year College Prep	English 11, US History, Science, Math (Algebra II, Pre-Calculus/Trigonometry, Calculus),	<b>Career &amp; Technical Student Organization(s):</b>
	4-Year MT College/Univ Prep (Rigorous Core)	Language through MTDA or Spanish I and II at Gardiner High School	
	<i>CTE and/or Electives</i>	AP European History, Fine Art Elective (Journalism, visual art, music-band/choir; available 9-12 grade) Science options: Biology 1, Environmental Science and Astronomy, Physics, Anatomy/Physiology, Microbiology and Yellowstone Science, Chemistry.	
<b>12th</b>	Graduation Requirements Workforce/2-Year College Prep	English 12, Government, electives or CTE electives	<b>Career &amp; Technical Student Organization(s):</b>
	4-Year MT College/Univ Prep (Rigorous Core)	AP Language and Composition, AP Government, Language through MTDA or Spanish I and II at Gardiner High School, Math (Pre-Calculus/Trigonometry, Calculus)	
	<i>CTE and/or Electives</i>	Accounting II, General Business, Personal Finance	

### ADVANCED LEARNING OPPORTUNITIES

High School to College/Career Linkages

<b>CTE START courses:</b> None
<b>Advanced Placement or IB courses:</b> <b>AP European History, AP Government, AP Language and Composition</b>
<b>Dual Enrollment courses:</b> <b>In exploration</b>
<b>Online courses:</b> Montana Digital Academy (courses vary) <u>Students pursuing this pathway may want to consider taking courses that would fulfil Gallatin College postsecondary graduation requirements as dual credit courses through MTDA.</u>
<b>Other:</b>

POSTSECONDARY PROGRAM OF STUDY				
	Math	English	Major	Other
13—Semester 1		WRIT104- Communication Skills in the Workplace	ACTG101-Accounting Procedures I, ACTG180-Payroll Accounting, CAPP156-Microsoft Excel, CAPP120-Intro to Computers	COMX102-Interpersonal Skills in the Workplace
13—Semester 2			ACTG102- Accounting Procedures II, ACTG205-Computerized Accounting, ACTG122-Accounting and Business Decisions, ACTG125-QuickBooks TASK127-Business Office Procedures	

MONTANA POSTSECONDARY OPPORTUNITIES			
<p><i>Montana University System Degree and Program Inventory: <a href="http://www.homepage.montana.edu/~mus/drginv/">http://www.homepage.montana.edu/~mus/drginv/</a></i>  <i>Your Guide to Montana's Certificate and Associate Degree Programs: <a href="http://mus.edu/twoyear/YourGuide.html">http://mus.edu/twoyear/YourGuide.html</a></i></p>			
<b>MSU Two Year Colleges and Programs:</b> 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)	<b>Community Colleges:</b> Dawson Community College (DCC) Flathead Valley Community College (FVCC) Miles Community College (MCC)	<b>Tribal Colleges:</b> 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)	<b>Four Year Colleges/Universities:</b> MSU—Bozeman; MSUB—Billings; MSUN—Havre; MT Tech—Butte; UM—Missoula; UMW—Dillon
<b>MILITARY</b>	<ul style="list-style-type: none"> <li>Requires diploma or GED</li> <li>17 with parental consent; 18 without</li> </ul>	Air Force, Air Guard, Army, Coast Guard, Marines, and Navy For more information: <a href="http://todaysmilitary.com">http://todaysmilitary.com</a>	
<b>PROFESSIONAL CERTIFICATE</b>	<ul style="list-style-type: none"> <li>Requires diploma or GED</li> <li>Less than 30 credits; little/no general ed credits</li> <li>Complete in one year or less</li> </ul>	Payroll Accounting — FVCC Bookkeeping — HC	
<b>APPRENTICESHIP</b>	<ul style="list-style-type: none"> <li>Requires diploma or GED</li> <li>Must be at least 18</li> <li>Minimum 2,000 hours of supervised experience</li> </ul>	See the MT Dept of Labor website for more information: <a href="http://wsd.dli.mt.gov/apprenticeship/default.asp">http://wsd.dli.mt.gov/apprenticeship/default.asp</a>	
<b>CERTIFICATE OF APPLIED SCIENCE</b>	<ul style="list-style-type: none"> <li>Requires diploma or GED</li> <li>30-45 credits; limited general education credits</li> <li>Complete in one year or less</li> </ul>	Accounting — CC, FVCC, FPCC, SCC Bookkeeping — HC, HC-Tech, GC	
<b>ASSOCIATE'S OF APPLIED SCIENCE DEGREE</b>	<ul style="list-style-type: none"> <li>Requires diploma or GED</li> <li>60-72 credits; includes 15-25 general ed credits</li> <li>Complete in two years (<i>if prepared academically in math and English</i>)</li> </ul>	Accounting — HC, MC, CC, HC-Tech, GFC, FVCC Accounting Technology — MC	
<b>BACCALAUREATE DEGREE</b>	<ul style="list-style-type: none"> <li>Requires 4-year college prep for admission</li> <li>128 credits (approximately)</li> <li>Complete in four years</li> </ul>	Accounting — UM Business/Accounting option — MSU, MSUB Business/Accounting option — MT Tech Business/Finance option — MSU, MSUB	

*Degree and Program Inventory above may not be all inclusive*



## 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

**Assembling a Team** Designing and implementing a Big Sky Pathway requires collaboration at every level of the process. Based on your local community and the specific Career Pathway for which you wish to implement a Program of Study, you should assemble a team that includes academic and CTE Teachers, District or School CTE Advisors, Business and Industry Representatives, Postsecondary Partners and Faculty, Education Administrators, and even relevant local community leaders or recent program of study graduates.

This team will have several responsibilities in the creation of the Program of Study (POS), which are explained in depth in the Big Sky Pathway Implementation Guide For Montana (p. 47).

After reviewing the Guide, it is a good practice to fill out the information below and identify the roles and responsibilities of the team members:


Career Cluster: Finance

Career Pathway/Program of Study: Bookeeping




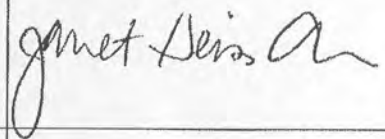
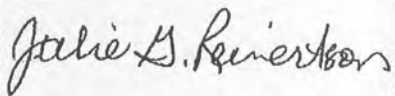
High school & College: Gardiner High School & Gallatin College

Date of Meeting: Multiple meetings occurring August –October and ongoing via visits by Pathways coordinator and continuing ed./enrichment opportunities

**Program of Study Team Members:**

Team Member	Name/Affiliation	Role/Responsibility	Signature/Date
Big Sky Pathways Coordinator	Amy Williams Gallatin College	Meets with CTE instructors, school counselors, and school administrators to explain and advocate for pathways, assist in filling out pathway paperwork, and complete gap analysis; collaborates with Gallatin College Program	



		Development Manager who communicates with industry leaders and GC advisory boards; coordinates and creates dual enrollment opportunities where appropriate.	
Industry Liaison- Gallatin College Program Development Manager	Stephanie Gray-Gallatin College	Communicates with industry leaders and GC advisory boards. Works directly with Amy Williams to communicate information from industry to secondary education and create programs connecting industry and secondary educators.	
OPI Specialist	Eric Swenson-OPI	Reviews Pathways materials sent by Amy Williams, assists with Cluster specific information as needed, provides information about regional schools and CTE programs/Perkins funds utilization.	 Reviewed & Comments/Revision Submitted to College Coordinator 11/19/2013
Secondary Administration (Principal or Superintendent)	Mike Baer-Principal Gardiner High School	Meets with Amy Williams to discuss the establishment of Big Sky Pathways in the school, connects Mrs. Williams with CTE instructors and counselors, collaborates in the discussion of dual enrollment, and assists in any other ways helpful and/or necessary.	
Postsecondary Administration (Academic Dean or Department Chair)	Janet Heiss Arms-Gallatin College	Communicates with Amy Williams about regional schools and Pathway establishment as well as dual enrollment.	
Secondary Counselor	Julie Reinertson-Gardiner High School	Assists Amy Williams in determining the correct sequence of courses (standard and rigorous core) that fulfil HS graduation requirements for the Pathway proposal document, assists in the gap analysis when available and relevant, reviews and approves courses in the pathway document.	
Secondary Curriculum Director or Academic Dean	NA	Assists Amy Williams in determining the correct sequence of courses (standard and rigorous core) that fulfil HS graduation requirements for the Pathway proposal document and reviews and approves courses in the Pathway document.	





Postsecondary Academic Advisor/Career Counselor	Amy Williams – Gallatin College	Same as “Big Sky Pathways Coordinator” above.	
Secondary CTE Teacher	Dave Perius-Gardiner High School	Works with Amy Williams to fill out the Gap Analysis document and complete the CTE electives portion of the Big Sky Pathways document. Validates the suggested CTE coursework on the Pathway Document. Collaborates with Mrs. Williams on identifying potential dual enrollment opportunities.	
Postsecondary CTE Faculty-Program Director	Melissa Bradley – Gallatin College	Ensures that the courses listed on the Pathway document for the postsecondary program result a degree or certificate from Gallatin College.	

In developing a pathway/program of study, it is also important to determine that the pathway includes the following elements:

<b>Pathway Checklist</b>		
<u>Element</u>	<u>YES</u>	<u>NO</u>
1. Pathway includes all state and local graduation requirements preparing students for entry into a postsecondary program	Yes	
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	Yes	
3. Pathway outlines a non-duplicative sequence of courses from grades 9-12 and from secondary to postsecondary education	Yes	
4. Pathway leads to an industry-recognized postsecondary credential, degree or employment	Yes	
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) List National Standards or Local/Regional Business Here:	Yes	
6. Pathway includes dual enrollment, high school for college credit, and opportunities for industry-recognized credentials and work-based learning experiences when applicable	Yes	
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.	Yes	