



## 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: CAPETAL High School and Helena College

Program of Study (POS) Team Members:

PAUL STETANEE  
TEERE NOEMAN

By signing below, members verify that requirements are met.

Team Member	Name/Affiliation	Role/Responsibility	Signature/Date
Business & Industry	Brandon Orr: Montana Small Business Development Center	Connect with small businesses in the region to provide avenues for work experiences as part of pathway	<u>BO</u>
College Pathway Coordinator	Jan Clinard Helena College	Convene and facilitate meeting to update POS process and documents	<u>Jan Clinard</u> 2/25/14
OPI Specialist	Eric Swenson, OPI	Provide information about career opportunities and employment outlook, assist in clarifying process, help schools refine POS.	<u>[Signature]</u> 3/17-14
Secondary Administration (Principal or Superintendent)	<u>Brett Zarbo</u> CHS	Approve POS	<u>Brett Zarbo</u> 2/13/14
Postsecondary Administration (Dept Chair)	<del>Tia Kelley</del> , Helena College <u>Denise Range</u>		<u>Denise Range</u> 2/25/14
Secondary Counselor	<u>CHLOE PRISHO</u>	<u>Counselor</u>	<u>Chloe Prisho</u> 2/20/14



Postsecondary Academic Advisor/Career Counselor			
CTE Teacher	<i>Jeri Norman</i>		<i>2-13-14</i>
CTE Faculty	Barbara Yahvah, Helena College		<i>Barbara Yahvah/2/14</i>
CTE Advisor	<i>Bruce Ditzler</i>		<i>2-13-14</i>

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

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

# Helena School District 1: Capital High



*Accounting*  
<http://www.careercruising.com>

**Student:** \_\_\_\_\_ **Username:** \_\_\_\_\_

**Password:** \_\_\_\_\_

**Helena College University of MT**  
 AAS, A & BT Accounting Technology

## Sample Occupations -For a complete listing, visit: <http://online.onetcenter.org/find/career?c=4&g=Go>

<b>Securities &amp; Investments</b>	↔	Stock Brokers, Tax Preparation Specialists, Personal Financial Advisor, Stock Brokers, Investment Advisor, Development Officers
<b>Business Finance</b>	↔	Accountant, Financial Analyst, Auditor, Revenue Agent, Real Estate Analyst, Treasurer, Controller, Chief Revenue Officer
<b>Banking Services</b>	↔	Credit Analyst, Loan Officer, Teller, Internal Auditor, Compliance Officer, Debt Counselor, Repossession Agent, Loan Processor
<b>Insurance</b>	↔	Insurance Appraiser, Underwriter, Processing Clerk, Loss Prevention Specialist, Customer Service Agent, Insurance Broker

## SUGGESTED HIGH SCHOOL COURSES (Program of Study)

For further information on Montana College Admissions Requirements: <http://mus.edu/admissions.asp> or talk with your school

Secondary	9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade	English	English III or AP English or COMX111 (DC)	English or AP English or COMX111 (DC)	English or AP English or College Writing 101 (DC) or Literature (DC) or Technical Writing 121T (DC)	Supporting Pathway Electives
English	English I	English II	English	English III or AP English or COMX111 (DC)	English	English III or AP English or COMX111 (DC)	English III or AP English or COMX111 (DC)	AP English or College Writing 101 (DC) or Literature (DC) or Technical Writing 121T (DC)	Accounting 102 (Dual Enroll) Computerized Accounting (Dual Enroll) Payroll Accounting (Dual Enroll) Intro to Bus (Dual Enroll) Law and Justice AP Psychology
Math	Honors Math I	Honors Math II	Math	Math 121 College Algebra (DC)	Math	Math 121 College Algebra (DC)	Math 121 College Algebra (DC)		
Science Social Studies	Earth Science World Cultures	Biology	Science Elective	Elective Social Studies	Elective Social Studies	US History	US History	US Government	
Elective		Health	Health Enhancement	Elective	Elective	MSO Excel/Word (CAPP154 - 155)	MSO Excel/Word (CAPP154 - 155)		
P.E.	Phys Ed 1	Phys Ed 2	P.E.	Elective	Elective				
Elective	Career Planning	Computer Tech Skills/ Task 113	Elective	Fine Arts	Fine Arts	Art I	Art I		
Career & Tech. Ed.	Money Mngmt.	Acct I (DC)ACTG 101	Career & Tech. Ed.	Career & Tech. Ed.	Career & Tech. Ed.	Acct II	Acct II		
									Student Organizations
					Career & Tech. Ed.	Acct. III (Internship)	Acct. III (Internship)		BPA <a href="http://www.bpa.org">http://www.bpa.org</a>

## 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
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4 Credits	2 Credits	1 Credit	1 Credit	.5 Credit	1.5 Credits	1 Credit	1 Credit	6 Credits
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ADVANCED LEARNING OPPORTUNITIES</b>								
High School to College/Career Linkages								
Articulated Dual Credit: Accounting 1, English 101 – College Writing, English 121 – Technical Writing, Math 111 – Technical Algebra (UM Helena), MS Word, MS Excel								
Advanced Placement courses: AP Lang & Comp 3, AP History, AP European History, AP English IV, AP Government, AP Economics, AP Biology								
Work-based Learning: Terri Norman – Business Work Coop – Email – <a href="mailto:tnorman@hds1.org">tnorman@hds1.org</a> – Counselors – Jeramie Robinson, Carol Perisho, Jamie Bawden, Chance Ferlicka								
On-line Learning: Montana Digital Academy - <a href="http://www.montanadigitalacademy.org/">http://www.montanadigitalacademy.org/</a>								

Helena College – University of Montana								
Semester	Math	English	Major	Other				
Semester 1 16 Credits	M108T Business Math or M121 College Algebra	WRIT101 College Writing 1 or WRIT121T Technical Writing	ACTG101 Accounting Procedures I BGEN105 Intro To Business	TASK113 Keyboarding & Document Processing or CAPP 154 MS Word				
Semester 2 18 Credits			ACTG102 Accounting Procedures II ACTG205 Computerized Accounting BGEN 201 Foundations of Business Ethics	CAPP 156 MS Excel HR110T Career Development or SOC1101 Intro to Sociology or PSYX100 Introduction to Psychology AND electives				
Semester 3 18 Credits		COMX111 Intro to Public Speaking	ACTG211 Income Tax Fundamentals ACTG180 Payroll Accounting ACTG201 Principles of Financial Accounting	CAPP266 Advanced MS Excel ECNS203 Principles of Micro/Macro Economics or ECNS201 Microeconomics or ECNS202 Macroeconomics				
Semester 4 16 Credits			ACTG 202 Principles of Managerial Accounting ACTG215 Foundations of Gov. and Not for Profit Accounting ACTG299 Capstone: Accounting	ACTG298 Internship or ACTG292 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				
<b>MILITARY</b>								
PROFESSIONAL CERTIFICATE	<ul style="list-style-type: none"> <li>Requires diploma or GED</li> <li>17 with parental consent, 18 without</li> </ul>							
APPRENTICESHIP	<ul style="list-style-type: none"> <li>Requires diploma or GED</li> <li>Less than 30 credits; little/no general education credits</li> <li>Complete in one year or less</li> </ul>							
CERTIFICATE OF APPLIED SCIENCE	<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>							
ASSOCIATE'S OF APPLIED SCIENCE DEGREE	<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>							
BACCALAUREATE DEGREE	<ul style="list-style-type: none"> <li>Requires diploma or GED</li> <li>60-72 credits; includes 15-25 general education credits</li> <li>Complete in two years (if prepared academically in math and English)</li> </ul>							
	<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>							