



# 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: Jefferson High School and Helena College

Program of Study (POS) Team Members:

*AJ Angelo*  
*Tanya Getten*  
*Becky Bruce*

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	<i>BO</i>
College Pathway Coordinator	Jan Clinard Helena College	Convene and facilitate meeting to update POS process and documents	<i>Jan Clinard</i>
OPI Specialist	Eric Swenson, OPI	Provide information about career opportunities and employment outlook, assist in clarifying process, help schools refine POS.	<i>ES</i> 5/9-14
Secondary Administration (Principal or Superintendent)	<i>Tim Norbeck</i> Superintendent JHS	Approve POS	<i>Tim Norbeck</i> 2/24/2014
Postsecondary Administration (Dept Chair) Academic Dean	<i>Fia Kelley</i> , Helena College <i>Denise Runge</i>		<i>Denise Runge</i>
Secondary Counselor	<i>Tanya Getten</i>		<i>Tanya Getten</i> 2/24/14



Postsecondary Academic Advisor/Career Counselor			
CTE Teacher	AJ Angelo		<i>[Signature]</i>
CTE Faculty	Barbara Yahvah, Helena College		<i>Barbara Yahvah 8/13/14</i>
CTE Advisor	Becky Bruce		<i>Becky Bruce</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	X	
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	X	
3. Pathway outlines a non-duplicative sequence of courses from grades 9-12 and from secondary to postsecondary education	X	
4. Pathway leads to an industry-recognized postsecondary credential, degree or employment	X	
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:	X	
6. Pathway includes dual enrollment, high school for college credit, and opportunities for industry-recognized credentials and work-based learning experiences when applicable		X
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.		X

HIGH SCHOOL: Jefferson High School		<b>BIG SKY PATHWAY PROPOSAL</b> 
COLLEGE: Helena College		
COLLEGE DEGREE PROGRAM: AAS Accounting Technology		
<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> </ul>	<b>Occupation Examples:</b> Financial Manager, Comptroller, Insurance Sales Agent, Actuary, Estate Planner, Financial Advisor, Chief Financial Officer  <i>For a complete listing, go to:</i> <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 1, Algebra 1, PE/Health, Physical Science	<b>Recommended CTE Cluster Foundation Course(s):</b> Computer Keyboarding
	4-Year MT College/Univ Prep (Rigorous Core)	English 1, Algebra 1, PE/Health, Physical Science	
	<i>CTE and/or Electives</i>	<i>Computer Keyboarding</i>	
<b>10th</b>	Graduation Requirements Workforce/2-Year College Prep	English 2, Geometry, PE/Health, Biology, World History	<b>Recommended CTE Pathway Courses:</b> Accounting 1, Accounting 2
	4-Year MT College/Univ Prep (Rigorous Core)	English 2, Geometry, PE/Health, Biology, World History	
	<i>CTE and/or Electives</i>	<i>Accounting 1</i>	
<b>11th</b>	Graduation Requirements Workforce/2-Year College Prep	English 3, US History, Chemistry, Algebra 2	<b>Other Recommended CTE Courses:</b> Personal Finance, Intro to Business
	4-Year MT College/Univ Prep (Rigorous Core)	English 3, US History, Chemistry, Algebra 2	
	<i>CTE and/or Electives</i>	<i>Personal Finance, Accounting 2</i>	
<b>12th</b>	Graduation Requirements Workforce/2-Year College Prep	English 4, Government, Ecology	<b>Career &amp; Technical Student Organization(s):</b> BPA
	4-Year MT College/Univ Prep (Rigorous Core)	English 4, Government, Ecology	
	<i>CTE and/or Electives</i>	<i>Personal Finance, Accounting 2</i>	

## ADVANCED LEARNING OPPORTUNITIES High School to College/Career Linkages

<b>CTE START courses:</b>
<b>Advanced Placement or IB courses:</b>
<b>Dual Enrollment courses:</b> BIOB160, WRIT101 (College Writing), COMX111 (Public Speaking), PSYX100 (Intro to Psychology)
<b>Online courses:</b> <i>Montana Digital Academy</i> ECNS201 Microeconomics, ECNS202 Macroeconomics, ECNS203 Principles of Micro & Macro Economics, PSYX100 Intro to Psychology, BGEN105 Intro to Business, PSCI240 Intro to Public Administration
<b>Other:</b>

## POSTSECONDARY PROGRAM OF STUDY

	Math	English	Major	Other
<b>Semester 1</b>	M108T Business Math OR M121 College Algebra	WRIT101 College Writing OR WRIT121T Intro to Tech Writing	ACTG101 Accounting Procedures I BGEN105 Intro to Business	TASK113 Keyboarding OR Document Processing CAPP154 MS Word
<b>Semester 2</b>			ACTG102 Accounting Procedures II ACTG205 Computerized Accounting BGEN201 Business Ethics CAPP156 MS Excel	HR110T Career Development and Human Relations OR PSYX100 Intro to Psychology OR SOCI101 Intro to Sociology



Semester 3		COMX111 Public Speaking or COMX250 Public Relations	ACTG180 Payroll Accounting ACTG201 Principles of Financial Accounting ACTG211 Income Tax Fundamentals	ECNS201 Microeconomics OR ECNS202 Macroeconomics OR ECNS203 Principles of Micro & Macro Economics & CAPP266 Advanced MS Excel
Semester 4			ACTG202 Principles of Managerial Accounting ACTG215 Foundations of Gov't and Not a Profit Accounting ACTG299 Capstone Accounting	ACTG230 Intro to Statewide Accounting OR ACTG292 Independent Study OR ACTG298 Internship; AND BGEN235 BUS Law 1 OR BGEN236 BUS Law 2 AND electives

## MONTANA POSTSECONDARY OPPORTUNITIES

*Montana University System Degree and Program Inventory: <http://www.homepage.montana.edu/~mus/drqinv/>  
Your Guide to Montana's Certificate and Associate Degree Programs: <http://mus.edu/twoyear/YourGuide.html>*

<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*