




Big Sky Pathway Signature Page

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.

| Career Cluster: Finance | | Career Pathway/POS: CAS Bookkeeping | |
|-------------------------------------|----------------------------------|---|-----------------------------------|
| College: Gallatin College | | High School: Bozeman High School | Phone: 406-522-6200 |
| Team Member | Name/Affiliation | Role/Responsibility | Signature/Email Address |
| Eric Swenson | OPI Specialist | Signer Ensure that the curriculum and industry standards for secondary and post-secondary align. | |
| Diane Dorgan | BSP Coordinator | Signer Serve as facilitator in completing the proposal and gap analysis with both secondary teacher and post-secondary faculty. Review & submit documents to OPI. | Diane Dorgan (May 3, 2017) |
| Amy Williams | OCHE DE/Pathways Program Manager | Signer Approves pathways as meeting system level standards and grant guidelines. | Amy Williams (Apr 18, 2017) |
| Kerri Cobb | High School Staff | Ensure that finance/bookkeeping curriculum is accurately reflected in the Program of Study (POS), ensure that book-keeping curriculum aligns with high school grad requirements and industry standards. | Kerri L. Cobb (Apr 18, 2017) |
| Melissa Bradley | Postsecondary Staff | Provide Career & Technical Education leadership to ensure the POS meets Montana University System and one or two year curriculum guidelines. | Melissa Bradley (May 2, 2017) |
| | Add as needed/desired | | |

Pathway Checklist

| <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 | 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: Add standards here DECA | 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 | |

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

SUGGESTED HIGH SCHOOL COURSES

| | | | |
|-------------|---|---|---|
| 9th | Graduation Requirements Workforce/2-Year College Prep | English I, Math, Physical Science, Freshman Health Enhancement, World Geography | Recommended CTE Cluster Foundation Course(s): Financial Survival, Entrepreneurship |
| | 4-Year MT College/Univ Prep (Rigorous Core) | Foreign Language | |
| | CTE and/or Electives | <i>Entrepreneurship, Multimedia</i> | |
| 10th | Graduation Requirements Workforce/2-Year College Prep | English II, Math, Sophomore Health Enhancement, Biology | Recommended CTE Pathway Courses: Accounting, Media & Marketing |
| | 4-Year MT College/Univ Prep (Rigorous Core) | Foreign Language II | |
| | CTE and/or Electives | <i>Financial Survival, Career Planning, Fine Arts Elective (1 credit)</i> | |
| 11th | Graduation Requirements Workforce/2-Year College Prep | English III, English Elective, Math, US History | Other Recommended CTE Courses: Advanced Accounting, Automated Accounting, Career Planning, Sports & Event Marketing, Travel & Tourism Marketing, Multimedia |
| | 4-Year MT College/Univ Prep (Rigorous Core) | Chemistry or Physics | |
| | CTE and/or Electives | <i>Accounting I, Technical Writing, Media & Marketing, Psychology</i> | |
| 12th | Graduation Requirements Workforce/2-Year College Prep | English IV, English Reading Elective, Math (Technical Math, Pre-Calculus, Statistics, and/or Advanced Math), US Government, and Social Studies Elective (Human Geography, Philosophy, and/or Economics) | Career & Technical Student Organization(s): DECA |
| | 4-Year MT College/Univ Prep (Rigorous Core) | Physics, Math | |
| | CTE and/or Electives | <i>Advanced Accounting, Hawk Enterprise Management</i> | |

ADVANCED LEARNING OPPORTUNITIES High School to College/Career Linkages

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|---|
| CTE START courses: |
| Advanced Placement or IB courses: AP Biology, AP European History, AP Foreign Language, AP U.S. History, AP U.S. Government, AP Chemistry, AP Physics, AP Psychology, AP Microeconomics, AP Calculus, AP Statistics |
| Dual Enrollment courses: Advanced Math |
| Online courses: Montana Digital Academy and/or other accredited online high school courses |
| Other: |

POSTSECONDARY PROGRAM OF STUDY

| | Math | English | Major | Other |
|----------------------|------|---|--|--|
| 13—Semester 1 | | WRIT 104 Communication Skills in the Workplace | ACTG 101 Accounting Procedures I ACTG 180 Payroll Accounting CAPP156 MS Excel CAPP 120 Intro to Computers | COMM 120 Interpersonal Skills in the Workplace |

| | | | | |
|---------------|----------------------------|--|--|--|
| 13—Semester 2 | M 108 Business Mathematics | | ACTG 102 Accounting Procedures II ACTG 205 Computerized Accounting ACTG 122 Accounting and Business Decisions ACTG 125 QuickBooks | |
| 14—Semester 1 | | | | |
| 14—Semester 2 | | | | |

MONTANA POSTSECONDARY OPPORTUNITIES

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

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|--|--|---|--|
| Colleges of Technology: BLCOT—Billings; GFCOT—Great Falls; HCOT—Helena; TECHCOT—Butte; UMCOT—Missoula; GCP—Bozeman | Community Colleges: DCC—Glendive; FVCC—Kalispell; MCC—Miles City | Tribal Colleges: BFCC—Browning; CDKC—Lame Deer; FBCC—Harlem; FPCC—Poplar; LBHC—Crow Agency; SCC—Box Elder; SKC—Pablo | Four Year Colleges/Universities: MSU—Bozeman; MSUB—Billings; MSUN—Havre; 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 | Payroll Accounting — FVCC Bookkeeping — HCOT | |
| 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 | Accounting — BLCOT, FVCC, FPCC, SCC Bookkeeping — HCOT, TECHCOT, GCP | |
| 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>) | Accounting — HCOT, UMCOT, BLCOT, TECHCOT, GFCOT, FVCC Accounting Technology — UMCOT | |
| BACCALAUREATE DEGREE | <ul style="list-style-type: none"> Requires 4-year college prep for admission 128 credits (approximately) Complete in four years | Accounting — UM Business/Accounting option — MSU, MSUB Business/Accounting option — TECH Business/Finance option — MSU, MSUB | |

Degree and Program Inventory above may not be all inclusive



GC and Bozeman High School Finance Pathway


Adobe Sign Document History

05/03/2017


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| Created: | 04/13/2017 |
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