



Career Plan of Study—Baker High School



Pathway Options: Administrative Support, Business Information Management, General Management, Human Resources Management, Operations Management

Overview: Business Management and Administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy.

This plan of study should serve as a guide, along with other career planning materials, as you continue your career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner’s educational and career goals. All plans should meet high school graduation requirements as well as college entrance requirements.

	9th Grade	10th Grade	11th Grade	12th Grade
High School	*English 9 *Math	*English 10 *Math	*Composition 11/English Electives	*Composition 12/English Electives
	*PE/Health *Computer Apps I	*PE/Health *Biology I	Or AP English	Or AP English
	*Earth Science	*Fine Art Elective	*US History *Math	*US Government
	*World History		*Speech	
	Career Electives: Computer Applications	Career Electives: Computer Applications, Graphic Design, Financial Literacy	Career Electives: Accounting I, Intro to Business, Business Law, Graphic Design, Computer Certifications, Prob/Stat., Alg. II, Pre-Calc.	Career Electives: Accounting II, Intro to Business, Business Law, Sociology, Prob/Stat, Pre-Calculus, Computer Certifications
Sample of Post-Secondary Degrees	2 Year College/Vo-Tech		College/University	
	City College –Administrative Assistant, Business Administration, HR/Mgmt, Office Asst Highlands College –Medical Receptionist, Office Ast. Medical Office Specialist, Admin Computer Specialist Gallatin College –Business Mngt Certificate Great Falls College – Busi Mgmt/Fundamentals Helena College – Health Info Tech, HR Specialist, Small Busi Mgmt, Legal Admin Specialist, Admin/Medical Office Specialist Missoula College —Customer Relations, Admin Mngmt , Medical Admin Asst, Medical Reception WDTI — Medical Coding, Business Management, Healthcare Tech, Office Professional	Casper —Business and Info Systems Dawson CC —Busi-Mgmt Flathead Valley CC —Business Administration, Small Business Management, Business Innovation and Develop., Medical Admin Asst, Emergency Mgmt Miles CC – Cert Customer Relations, Office Admin and Tech, Business and small Business Mgmt NW-Powell –Business Management, Admin Asst Sheridan —General Business, Management	BHSU –Business Management, Human Resources Management Carroll – Management, Business Admin DSU – HR Mgmt, Office Admin MSU –Agri-Business, Business Administration, International Business MSU-Billings —Business Admin, Health Admin MSU-Northern –Business Admin, Business Tech MT-Tech – Business Mgmt RMC – Business Mgmt SDSMT – Management UGF – Business Admin U of M –Business Administration, Mgmt/Info Systems, Non-Profit Admin U of M-Western —Business Administration U of Mary —Business Admin and Communication	
Activities & Employment	Suggested Extra-Curricular Activities		Suggested Volunteer/Employment Opportunities	
	BPA & All Career and Technical Organizations Concession Worker Organization Treasurer or Secretary Student Council		Office Aide Office Worker Community Organization Secretary or Treasurer	

* Required for graduation at BHS



Advanced Learning Opportunities - High School to College/Career Linkages

Dual Credit: See School Counselor for available opportunities
 Advanced Placement: See BHS Schedule for AP offerings
 Online Learning: Approval of online credits must be obtained from Principal

Sample Occupations and Degree Areas	Military	Associate's Degree
	<ul style="list-style-type: none"> ◆ Requires High School Diploma or GED ◆ 17 years old with parental consent, 18 without ◆ For more information: http://todaysmilitary.com 	<ul style="list-style-type: none"> ◆ Requires diploma or GED ◆ 60-72 credits; includes 15-25 general education credits ◆ Complete in 2 years (<i>if prepared academically in math and English</i>) ◆ Examples: Human Resources Management, Office Systems and Technology, Business Administration, Administrative Assistant, Legal Administrative Asst.
	Professional Certificate	Bachelor's Degree
	<ul style="list-style-type: none"> ◆ Requires High School Diploma or GED ◆ Less than 30 credits; little/no general education credits ◆ Complete in one year or less ◆ Examples: Business Administration, Medical Receptionist, Customer Service Rep., Human Resource Manager, Medical Administrative Assistant 	<ul style="list-style-type: none"> ◆ Requires 4-year college prep for admission ◆ Approximately 128 credits ◆ Complete in four years ◆ Examples: Human Resources Manager, Information Systems Manager, Loan Officer, Business Manager, Accountant, Chief Executive, Sales Manager
	Apprenticeship	Graduate Degree
	<ul style="list-style-type: none"> ◆ Requires High School Diploma or GED ◆ Must be at least 18 ◆ Minimum 2,000 hours of supervised experience ◆ Examples: 	<ul style="list-style-type: none"> ◆ Requires education beyond Bachelor's Degree ◆ Examples: Actuary, Chief Executive Officer, Chief Financial Officer, Management Analysts, Operations Research Analysts, Statistician
Certificate of Applied Science		
<ul style="list-style-type: none"> ◆ Requires High School Diploma or GED— Complete in 1 year or less ◆ 30-45 credits; limited general education credits ◆ Examples: Business Technology, Medical Office Technology, Receptionist 		
Requirements	Baker High School Graduation	Montana University System College Entrance
	4 credits English 3 credits Social Studies 3 credits Math 2 credits Science (1 Physical, 1 Biological) 2 credits PE/Health 1 credit Fine Arts 1 credit Vocational/Practical Arts (.5 must be Document Formatting) .5 credit Speech 5.5 credits Electives TOTAL 22 CREDITS	4 credits English 3 credits Social Studies 3 credits Math (Algebra I, II, and Geometry) 2 credits Science 2 credits Electives Rigorous Core Courses include: 1 additional credit Math 1 additional credit Science 1 additional credit Elective Visit www.mus.edu for further information