



**Overview:**

Jobs in the Finance career cluster involve providing services for financial and investment planning, banking insurance, and business financial management.

**Pathway Options:**

- Securities and Investments
- Business Finance
- Accounting
- Insurance
- Banking Services

**Occupation Options:**

Bookkeeper, Accounting Clerk, Accountant, Auditor, Teller, Financial Manager, Comptroller, Insurance Sales Agent, Actuary, Estate Planner, Financial Advisor, Chief Financial Officer

For a complete listing, go to:  
<http://online.onetcenter.org/find/career?c=4&q=Go>

## SUGGESTED HIGH SCHOOL COURSES

Based on State Graduation Requirements and Montana College Admissions Criteria: <http://mus.edu/admissions.asp>  
 For more information, talk to your school counselor

|                        |  |  |  |
|------------------------|--|--|--|
| <b>9<sup>th</sup></b>  | Graduation Requirements<br>2-Year College Prep | English, Math, Earth Science (lab science), Health Enhancement   | <b>Cluster Foundation Courses:</b><br>Information Technology<br>Introduction to Business<br><br><b>Pathway Courses:</b><br>Accounting I, II<br>Accounting III, IV<br>Business Communication<br>Business Finance<br>Computerized Accounting<br><br><b>Student Organization(s):</b><br>BPA<br>DECA |
|                        | 4-Year MT College/Univ Prep<br>(Rigorous Core) | English, Algebra I, Earth (lab) Science, Health Enhancement and 3 years of the following: World Language/Computer Science/Visual or Performing Arts/Career & Tech Ed                               |  |
|                        | <b>Career-Related Electives</b>                | <b>Cluster Foundation Courses</b>  |  |
| <b>10<sup>th</sup></b> | Graduation Requirements<br>2-Year College Prep | English, Math, Biology (lab science), Global Studies   |  |
|                        | 4-Year MT College/Univ Prep<br>(Rigorous Core) | English, Geometry, Biology, Global Studies, and 3 years of the following: World Language/Computer Science/Visual or Performing Arts/Career & Tech Ed   |  |
|                        | <b>Career-Related Electives</b>                | <b>Cluster or Pathway Courses</b>  |  |
| <b>11<sup>th</sup></b> | Graduation Requirements<br>2-Year College Prep | English, U.S. History, Visual/Performing Arts  |  |
|                        | 4-Year MT College/Univ Prep<br>(Rigorous Core) | English, U.S. History, Algebra II, Chemistry or Physics and 3 years of the following: World Language/Computer Science/Visual or Performing Arts/Career & Tech Ed                                   |  |
|                        | <b>Career-Related Electives</b>                | <b>Pathway Courses</b>   |  |
| <b>12<sup>th</sup></b> | Graduation Requirements<br>2-Year College Prep | English, Government  |  |
|                        | 4-Year MT College/Univ Prep<br>(Rigorous Core) | English, Government, Social Studies, College Prep Writing, (additional math encouraged), and 3 years of the following: World Language/Computer Science/ Visual or Performing Arts/Career & Tech Ed |  |
|                        | <b>Career-Related Electives</b>                | <b>Pathway Courses</b>   |  |

## ADVANCED LEARNING OPPORTUNITIES

### High School to College/Career Linkages

**Tech Prep courses:**

**Advanced Placement courses:**

**Running Start opportunities:**

**Work-based Learning:**

**On-line Learning:**

## 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>Colleges of Technology:</b><br>BLCOT—Billings; GFCOT—Great Falls;<br>HCOT—Helena; TECHCOT—Butte;<br>UMCOT—Missoula | <b>Community Colleges:</b><br>DCC—Glendive; FVCC—KalisPELL;<br>MCC—Miles City   | <b>Tribal Colleges:</b> BFCC—Browning;<br>CDKC—Lame Deer; FBCC—Harlem;<br>FPCC—Poplar; LBHC—Crow Agency;<br>SCC—Box Elder; SKC—Pablo                                      | <b>Four Year Colleges/Universities:</b> MSU—<br>Bozeman; MSUB—Billings; MSUN—Havre;<br>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, Navy<br>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</li> <li>Little/no general ed credits</li> <li>Complete in one year or less</li> </ul>   | Payroll Accounting--FVCC  |  |
| <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:<br><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</li> <li>Limited general education credits</li> <li>Complete in one year or less</li> </ul>   | Accounting & Business Technology--FVCC<br>Accounting Assistant—GFCOT<br>Bookkeeping—HCOT, TECHCOT   |  |
| <b>ASSOCIATE'S OF APPLIED SCIENCE DEGREE</b>  | <ul style="list-style-type: none"> <li>Requires diploma or GED</li> <li>60-72 credits;</li> <li>Includes 15-25 general ed credits</li> <li>Complete in two years (<i>if prepared academically in math and English</i>)</li> </ul> | Accounting Technology—HCOT, MCOT, TECHCOT, FVCC<br>Accounting—GFCOT   |  |
| <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<br>Business/Accounting option—MSU, MSUB<br>Business/Accounting option—TECH<br>Business/Finance option—MSU, MSUB   |  |

### Industry Recognized Certificate(s):

Certified Bookkeeper (CB), Certified Fraud Examiner (CFE), Certified in Financial Management (CFM), Certified General Accountant (CGA), Certified Internal Auditor (CIA), Certified Management Accountant (CMA), Certified Public Bookkeeper (CPB), Professional Bookkeeper (PB), Certified Public Accountant (CPA)

\* *Some certifications require advanced degrees before sitting for the exam*