**Request for Approval with Assurances**  
Montana Big Sky Pathways (Programs of Study)

The Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) calls for states to offer "career and technical programs of study," known as Big Sky Pathways in Montana, as an option to students and their parents when planning for and completing future coursework. These programs, at a minimum, must:

- Incorporate and align secondary and postsecondary education elements,
- Include academic and CTE content in a coordinated, non-duplicative progression of courses,
- Offer the opportunity, where appropriate, for secondary students to acquire postsecondary credits, and
- Lead to an industry-recognized credential or certificate at the postsecondary level, or an associate or baccalaureate degree.

**Assurances:**

By my signature on this form, I assure that the proposed Big Sky Pathway submitted for approval by this high school/college satisfies the 10 stated requirements. For approval, all 10 requirements must be checked.

<table>
<thead>
<tr>
<th>Name of Big Sky Pathway (cluster level):</th>
<th>Business Management and Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of High School:</td>
<td>Butte High School</td>
</tr>
<tr>
<td>Names of Secondary Lead Teacher and Counselor:</td>
<td>Sue Zipfaka/Christina Nagaura</td>
</tr>
<tr>
<td>The Lead Secondary Teacher will be contacted if OPI has questions about this request</td>
<td></td>
</tr>
<tr>
<td>Lead Teacher's email address:</td>
<td>Zipfaka @ butte.k12.mt.us</td>
</tr>
<tr>
<td>Lead Teacher's phone number:</td>
<td>406-483-4155</td>
</tr>
<tr>
<td>Name of College:</td>
<td>FYCC</td>
</tr>
<tr>
<td>Name of College Program:</td>
<td>Administrative Assistant AAS</td>
</tr>
<tr>
<td>Name of College Lead Faculty Member:</td>
<td>Brenda Ruffner</td>
</tr>
</tbody>
</table>

**REQUIREMENTS FOR APPROVAL**

1. Includes all state and local graduation requirements
2. Identifies the appropriate secondary CTE, academic, and recommended elective courses offered by this high school which will prepare the student for college-level courses without remediation
3. Outlines a non-duplicative sequence of courses from grades 9-12 and from secondary to postsecondary education
4. Prepares students for entry into a postsecondary program or apprenticeship
5. Leads to an industry-recognized postsecondary credential, degree or employment
6. Includes appropriate state standards and/or industry skills standards.  
   Identify standards used: **Montana Standards for CTE - Business Education**
7. Aligns with an AAS program offered by a Montana college (college of technology, community college, tribal college, MSU-Northern)
8. Links with a web-based guidance delivery system such as MCIS  
   If using something other than MCIS, please indicate:  
   - [ ]
9. When applicable, dual enrollment opportunities have been identified.
10. When applicable, Advanced Placement, IB courses and CTE START (statewide articulations) have been identified.

**High School Principal's Signature:** [Signature]  
**Date:** 2/10/11

**H.S. Advisory Committee Member's Signature:** [Signature]  
**Date:** 2/10/11

**College Chief Academic Officer's Signature:** [Signature]  
**Date:** 3/10/11

**College Lead Faculty Member's Signature:** [Signature]  
**Date:** 3/10/11

Please submit this Request for Approval form and a copy of the Big Sky Pathway Proposal to:  
OPI, Career and Technical Education, P.O. Box 202501, Helena, Montana 59620-2501

**OPI Specialist Approval:** [Signature]  
**Date of Approval:** 4/23/11

**OCTE Approval:** [Signature]  
**Date of Approval:** 4/23/11

Both the college and the high school will receive a signed copy when the BSP is approved.

January 2011
HIGH SCHOOL: Bigfork High School

COLLEGE: FVCC

COLLEGE DEGREE PROGRAM: AAS Administrative Assistant

<table>
<thead>
<tr>
<th>Cluster Overview:</th>
<th>Pathway Options:</th>
</tr>
</thead>
</table>
| 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. | - Administrative Support  
- Business Information Management  
- General Management  
- Human Resources Management  
- Operations Management |

**SUGGESTED HIGH SCHOOL COURSES**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Course</th>
<th>Description</th>
<th>Recommended CTE Cluster Foundation Courses:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4-Year MT College/Univ Prep (Rigorous Core)</td>
<td>World Language</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>CTE and/or Electives</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10th</td>
<td>Graduation Requirements Workforce/2-Year College Prep</td>
<td>English II, World History, Biology, Algebra I, Geometry, or Algebra II, PE (S), Fine Art, CTE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4-Year MT College/Univ Prep (Rigorous Core)</td>
<td>World Language</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>CTE and/or Electives</strong></td>
<td>Personal Finance, See other recommended CTE courses</td>
<td></td>
</tr>
<tr>
<td>11th</td>
<td>Graduation Requirements Workforce/2-Year College Prep</td>
<td>English III, U.S. History</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4-Year MT College/Univ Prep (Rigorous Core)</td>
<td>Geometry, Algebra II, Pre-Calculus, Anatomy &amp; Physiology, Forensics, Chemistry, Applied Environmental Science, Physics, World Language</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>CTE and/or Electives</strong></td>
<td>Accounting I, See other recommended CTE courses</td>
<td></td>
</tr>
<tr>
<td>12th</td>
<td>Graduation Requirements Workforce/2-Year College Prep</td>
<td>English IV, Government (S), Economics (S)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4-Year MT College/Univ Prep (Rigorous Core)</td>
<td>Algebra II, Pre-Calculus, Calculus, Anatomy &amp; Physiology, Forensics, Chemistry, Applied Environmental Science, Physics, World Language</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>CTE and/or Electives</strong></td>
<td>Accounting II, See other recommended CTE courses</td>
<td></td>
</tr>
</tbody>
</table>

**ADVANCED LEARNING OPPORTUNITIES**

High School to College/Career Linkages

**CTE START courses:**
Accounting I (ACTG 101 Accounting Procedures 101)

**Advanced Placement or IB courses:**
VHS-18 AP courses available; 18 IB courses available

**Dual Enrollment courses:**

**Online courses:**
Montana Digital Academy-Microsoft Office Suite, Web Design: Virtual High School courses listed above

**Other:**

**POSTSECONDARY PROGRAM OF STUDY**

<table>
<thead>
<tr>
<th>Math</th>
<th>English</th>
<th>Major</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>13—Semester 1</td>
<td>M 108 Business Mathematics</td>
<td>SP 120C Interpersonal Relations/Communications or SP 215 Negotiations/Conflict Resolution WRIT 101W College Writing I</td>
<td>TASK 110 Keyboarding TASK 111 Keyboard Formatting TASK 112 Keyboard Skillbuilding CAPP 108T MS Windows</td>
</tr>
<tr>
<td>13—Semester 2</td>
<td>TASK 113 Keyboarding and Document Processing</td>
<td>ACTG 101 Accounting Procedures or ACTG 201 Principles of Financial</td>
<td></td>
</tr>
</tbody>
</table>

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

November 2010
<table>
<thead>
<tr>
<th>College of Technology:</th>
<th>Community Colleges:</th>
<th>Tribal Colleges:</th>
<th>Four Year Colleges/Universities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLCOT—Billings; GFCOT—Great Falls; HCOT—Helena; TECHCOT—Butte; UMCOT—Missoula; GCP—Bozeman</td>
<td>DCC—Glendive; FVCC—Kalispell; MCC—Miles City</td>
<td>BFCC—Browning; CDKC—Lame Deer; FBCC—Harlem; FPCC—Poplar; LBHC—Crow Agency; SCC—Box Elder; SKC—Pablo</td>
<td>MSU—Bozeman; MSUB—Billings; MSUN—Helena; TECH—Butte; UM—Missoula; UMW—Dillon</td>
</tr>
</tbody>
</table>

### MILITARY
- Requires diploma or GED
- 17 with parental consent; 18 without

### PROFESSIONAL CERTIFICATE
- Requires diploma or GED
- Less than 30 credits; little/no general ed credits
- Complete in one year or less

### APPRENTICESHIP
- Requires diploma or GED
- Must be at least 18
- Minimum 2,000 hours of supervised experience

### CERTIFICATE OF APPLIED SCIENCE
- Requires diploma or GED
- 30-45 credits; limited general education credits
- Complete in one year or less

### ASSOCIATE'S DEGREE OF APPLIED SCIENCE
- Requires diploma or GED
- 60-72 credits; includes 15-25 general ed credits
- Complete in two years (if prepared academically in math and English)

### BACCALAUREATE DEGREE
- Requires 4-year college prep for admission
- 128 credits (approximately)
- Complete in four years

Degree and Program inventory above may not be all inclusive.