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 &amp; Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of High School:</td>
<td>Centerville High School</td>
</tr>
<tr>
<td>Names of Secondary Lead Teacher and Counselor:</td>
<td>Randi Raini, Randy Kennedy</td>
</tr>
<tr>
<td>The Lead Secondary Teacher will be contacted if OPI has questions about this request</td>
<td><a href="mailto:Randi@centerville.k12.mt.us">Randi@centerville.k12.mt.us</a></td>
</tr>
<tr>
<td>Lead Teacher’s email address:</td>
<td></td>
</tr>
<tr>
<td>Lead Teacher’s phone number:</td>
<td>406-736-5167</td>
</tr>
<tr>
<td>Name of College:</td>
<td>MT-Mt. Falls College of Technology</td>
</tr>
<tr>
<td>Name of College Program:</td>
<td>Business Administration Management</td>
</tr>
<tr>
<td>Name of College Lead Faculty Member:</td>
<td>Marilyn Beetle</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:

   - National Standards for Business Ed, Golden

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: 3/23/11

   College Lead Faculty Member’s Signature: [Signature]
   Date: 3/23/11

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 59625-2501

OPI Specialist Approval: [Signature] Date of Approval: 4/30/11

OCHE Approval: [Signature] Date of Approval: 10/15/11

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

January 2011
HIGH SCHOOL: Centerville High School

COLLEGE: MSU- Great Falls College of Technology

COLLEGE DEGREE PROGRAM: AAS Business Administration—Management

Cluster 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.

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

Occupation Examples:
Human resources manager, Administrative Assistant, Information Systems Manager, Management analyst, Marketing manager, Receptionist, Interviewer

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

SUGGESTED HIGH SCHOOL COURSES

<table>
<thead>
<tr>
<th>Grade</th>
<th>Graduation Requirements</th>
<th>CTE and/or Electives</th>
<th>Recommended CTE Cluster Foundation Courses</th>
<th>Other Recommended CTE Courses</th>
<th>CTE Student Organization(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th</td>
<td>Workforce/2-Year College Prep</td>
<td>English, Algebra I, Reading/Writing, Health/PE, Earth Science</td>
<td>Microcomputers, Word Processing</td>
<td>Accounting I, II</td>
<td>Business Professionals of America</td>
</tr>
<tr>
<td></td>
<td>4-Year MT College/Univ Prep (Rigorous Core)</td>
<td>English, Algebra I, Reading/Writing, Health/PE, Earth Science</td>
<td></td>
<td>Business Math</td>
<td></td>
</tr>
<tr>
<td>10th</td>
<td>Workforce/2-Year College Prep</td>
<td>English, Geometry, World History, Health/PE, Biology Fine Arts, Other electives</td>
<td></td>
<td>General Business</td>
<td></td>
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<tr>
<td></td>
<td>4-Year MT College/Univ Prep (Rigorous Core)</td>
<td>English, Geometry, Algebra II, Biology, Health/PE Fine Arts, Electives</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11th</td>
<td>Workforce/2-Year College Prep</td>
<td>English, US History, Math or Science, Electives</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4-Year MT College/Univ Prep (Rigorous Core)</td>
<td>English, US History, World History, Adv. Math, Chemistry or Physics, Electives</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>12th</td>
<td>Workforce/2-Year College Prep</td>
<td>English, Government, Speech, Electives</td>
<td></td>
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<tr>
<td></td>
<td>4-Year MT College/Univ Prep (Rigorous Core)</td>
<td>AP English, AP Calculus, Government, Speech, Chemistry or Physics, Electives</td>
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</table>

ADVANCED LEARNING OPPORTUNITIES
High School to College/Career Linkages

CTE START courses:
Accounting I (ACTG 101), Microcomputers (CAPP 120), Word Processing (CAPP 154)

Advanced Placement or IB courses:
AP English, AP Calculus

Dual Enrollment courses:
Intro to Psychology, College Writing I, Introduction to Business

Online courses: Montana Digital Academy

Other:

POSTSECONDARY PROGRAM OF STUDY

<table>
<thead>
<tr>
<th>Semester</th>
<th>Math</th>
<th>English</th>
<th>Major</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>13—Semester 1</td>
<td>Business Math</td>
<td>College Writing I</td>
<td>Accounting Procedures I, Introduction to Business</td>
<td>Introduction to Computers</td>
</tr>
<tr>
<td>13—Semester 2</td>
<td></td>
<td></td>
<td>Accounting Procedures II, Payroll Accounting Management</td>
<td>Interpersonal Communication, Introduction to Psychology</td>
</tr>
<tr>
<td>14—Semester 1</td>
<td>Math for Lib Arts Or College Algebra</td>
<td></td>
<td>Principals of Financial Accounting, Marketing, Human Resource Management</td>
<td>MS Excel</td>
</tr>
<tr>
<td>14—Semester 2</td>
<td>Intro to Business Writing</td>
<td></td>
<td>Principals of Managerial Accounting, Legal Environment, Strategic Management</td>
<td>MS Word, Other Electives</td>
</tr>
</tbody>
</table>
## Montana Postsecondary Opportunities

**Montana University System Degree and Program Inventory:** [http://www.homepage.montana.edu/~mus/drginv/](http://www.homepage.montana.edu/~mus/drginv/)

**Your Guide to Montana's Certificate and Associate Degree Programs:** [http://mus.edu/twoyear/YourGuide.html](http://mus.edu/twoyear/YourGuide.html)

<table>
<thead>
<tr>
<th>Colleges of Technology:</th>
<th>Community Colleges:</th>
<th>Tribal Colleges:</th>
<th>Four Year Colleges/Universities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLCOT—Billings; GH-COT—Great Falls; HCO-T—Helena; TECHCOT—Butte; UMCOT—Missoula; GCP—Bozeman</td>
<td>DCC—Glendive;</td>
<td>BFCC—Browning;</td>
<td>MSU—Bozeman; MSUB—Billings;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CDKC—Lame Deer; FBCC—Harlem;</td>
<td>MSUN—Havre; TECH—Butte; UM—</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FPCC—Poplar; LBHC—Crow Agency;</td>
<td>Missoula; UMW—Dillon</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SCC—Box Elder; SKC—Pablo</td>
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</tr>
</tbody>
</table>

### Military
- 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](http://todaysmilitary.com)

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

- Business Administration — MCC
- Medical Receptionist — DCC
- Business Management/Entrepreneurship — MCC
- Customer Service Relations — FCVC, MCC
- Human Resources Management — HCOT
- Medical Administrative Assistant — MCC

### Apprenticeship
- 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](http://wsd.dli.mt.gov/apprenticeship/default.asp)

### Certificate of Applied Science
- Requires diploma or GED
- 30-45 credits; limited general education credits
- Complete in one year or less

- Administrative Assistant/Support — BLCOT, DCC, SKC, CDKC
- Business Administration — FCVC
- Business Management/Entrepreneurship — GFCOT, BFCC
- Business Technology — FPCC
- Customer Service Relations — UMCOT, SCC
- Human Resources Management — BLCOT
- Medical Office Technology — HCOT, SKC
- Receptionist-Medical/Dental — UMCOT, TECHCOT
- Small Business Management/Entrepreneurship — FCVC
- Tribal Management — FBCC

### Associate's of Applied Science Degree
- Requires diploma or GED
- 60-72 credits; includes 15-25 general ed credits
- Complete in two years *(If prepared academically in math and English)*

- Administrative Assistant/Support — HCOT, BLCOT, TECHCOT, DCC
- Administrative Management — UMCOT
- Business Administration — GFCOT, UMW, MSUN, FCVC, MCC
- Business Health Administration — TECHCOT
- Business Management/Entrepreneurship — UMCOT, GFCOT, UMW, DCC, CDKC
- Business Technology — TECHCOT, FPCC, SKC
- Human Resources Management — TECHCOT
- Executive/Legal Administrative Assistant — HCOT
- Medical Administrative Assistant — HCOT, UMCOT, BLCOT, TECHCOT, DCC, FCVC
- Office Systems Technology — UMW, MCC
- Office Admin & Technology — BFCC
- Small Business Management/Entrepreneurship — HCOT, FCVC, MCC, FPCC, BFCC

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

- Agribusiness — MSU
- Business Administration — MSUB, MSU, UMW, MSUN
- Business/Entrepreneurship — SKC
- Business & Information Tech — TECH

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*Degree and Program Inventory above may not be all inclusive*