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 Admin. Cluster</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of High School:</td>
<td>Cut Bank High School</td>
</tr>
<tr>
<td>Names of Secondary Lead Teacher and Counselor:</td>
<td>Jerry Griner</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><a href="mailto:abhsgrin@cutbankschools.net">abhsgrin@cutbankschools.net</a></td>
</tr>
<tr>
<td>Lead Teacher’s phone number:</td>
<td>406-878-5629 ext. 147</td>
</tr>
<tr>
<td>Name of College:</td>
<td>Montana State University Northern</td>
</tr>
<tr>
<td>Name of College Program:</td>
<td>Associate of Science Program in Business Technology</td>
</tr>
<tr>
<td>Name of College Lead Faculty Member:</td>
<td>Lenny Wilke</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: Golden Triangle Business Standards, National Standards for Business Education, Montana Standards for Career Technical 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: 1-12-11
H.S. Advisory Committee Member’s Signature: [Signature] Date: 11-18-11

College Chief Academic Officer’s Signature: [Signature] Date: 11-19-11
College Lead Faculty Member’s Signature: [Signature] Date: 11-19-11

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: 5/25/11
OCHE Approval: [Signature] Date of Approval:

Both the college and the high school will receive a signed copy when the BSP is approved
### SUGGESTED HIGH SCHOOL COURSES

<table>
<thead>
<tr>
<th>Grade</th>
<th>Graduation Requirements</th>
<th>Workforce/2-Year College Prep</th>
<th>English 9, PE, General Math or Pre-Algebra or Algebra I, Earth Science, Electives</th>
<th>CTE and/or Electives</th>
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<tbody>
<tr>
<td>9th</td>
<td></td>
<td></td>
<td></td>
<td>Word Processing I</td>
</tr>
<tr>
<td>10th</td>
<td></td>
<td></td>
<td>English 10 or Pre-AP English, PE, Geometry or Applied Math or Algebra I, Biology, Word Processing I, Electives</td>
<td>Word Processing I, Accounting I ?</td>
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<tr>
<td>11th</td>
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<td></td>
<td>English 11 or AP English Language or Literature, US History (Civil), Electives</td>
<td>Word Processing I, Accounting I, Accounting II, Introduction to Business, Business Law</td>
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<tr>
<td>12th</td>
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<td></td>
<td>English 12 or AP English Language or Literature, Problems of American Democracy, Electives</td>
<td>Word Processing I (remediation), Accounting I, Accounting II, Introduction to Business, Business Law</td>
</tr>
</tbody>
</table>

### ADVANCED LEARNING OPPORTUNITIES

**High School to College/Career Linkages**

- **CTE START courses:**
- **Advanced Placement or IB courses:** English Literature or English Language
- **Dual Enrollment courses:**
- **Online courses:** AP US History and AP Government and Politics
- **Other:**

### POSTSECONDARY PROGRAM OF STUDY

<table>
<thead>
<tr>
<th></th>
<th>Credits</th>
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<tbody>
<tr>
<td>Freshman Year Fall Semester</td>
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<td>Junior Year Fall Semester</td>
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</tr>
<tr>
<td>General Ed (Cal I: Communications)</td>
<td>3</td>
<td>Bus 300 Mgmt In Organizations</td>
<td>3</td>
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<tr>
<td>Bus 110 Creative Problem Solving</td>
<td>3</td>
<td>Bus 333 Principles of Marketing</td>
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<tr>
<td>Category VI – (Hum Fine Arts)</td>
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<td>Minor</td>
<td>3</td>
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<tr>
<td>Elective</td>
<td>3</td>
<td>Minor</td>
<td>3</td>
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<tr>
<td>Freshman Year Spring Semester</td>
<td></td>
<td>Junior Year Spring Semester</td>
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<tr>
<td>General Ed (Cal II: Mathematics)</td>
<td>3</td>
<td>Bus 355 Financial Management</td>
<td>3</td>
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<td>Gen Ed (Cal III: Communications)</td>
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<td>Bus 341 Adv. Marketing Applications</td>
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<td>Bus 102 Leadership</td>
<td>3</td>
<td>Bus 380 Operations Management</td>
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<tr>
<td>General Ed (Cal III: Nat Sci)</td>
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<tr>
<td>Category IV -(Hist/Sci Soc)</td>
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<td>Sophomore Year Fall Semester</td>
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<td>Senior Year Fall Semester</td>
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<td>ACTG 201 Principles of Financial Accounting</td>
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<td>Bus 365 International Business</td>
<td>3</td>
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<tr>
<td>Bus 250 Business Statistics</td>
<td>3</td>
<td>Bus 405 Ethics in Mgmt &amp; Technology</td>
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<td>ENS 201 Principles of Microeconomics (Cal IV)</td>
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<tr>
<td>Cat VII - (Technology)</td>
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<td>Bus 450 Business Senior Seminar</td>
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<tr>
<td>Gen Ed – (Cal III: Nat Sci)</td>
<td>3</td>
<td>Minor</td>
<td>3</td>
</tr>
<tr>
<td>Sophomore Year Spring Semester</td>
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<td>Senior Year Spring Semester</td>
<td></td>
</tr>
<tr>
<td>ACTB 202 Principles of Manager Accounting</td>
<td>3</td>
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</table>

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

Business Management & Administration, page 1 of 2

November 2010
# MONTANA POSTSECONDARY OPPORTUNITIES

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

**Your Guide to Montana's Certificate and Associate Degree Programs:** [http://mus.edu/twoway/YourGuide.html](http://mus.edu/twoway/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; GFCOT—Great Falls; HCOT—Helena; TECHCOT—Butte; UMCOT—Missoula; GCP—Bozeman</td>
<td>DCC—Glen Rose; 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— Havre; 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 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)*

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

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Air Force, Air Guard, Army, Coast Guard, Marines, and Navy
For more information: [http://todaysmilitary.com](http://todaysmilitary.com)

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

Administrative Assistant/Support — BLCOT, DCC, SKC, CDKC
Business Administration — FVCC
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 — FVCC
Tribal Management — FBCC

Administrative Assistant/Support — HCOT, BLCOT, TECHCOT, DCC
Administrative Management — UMCOT
Business Administration — GFCOT, UMW, MSUN, FVCC, 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, FVCC
Office Systems Technology — UMW, MCC
Office Admin & Technology — BFCC
Small Business Management/Entrepreneurship — HCOT, FVCC, MCC, FPCC, BFCC

Agribusiness — MSU
Business Administration — MSUB, MSU, UMW, MSUN
Business/Entrepreneurship — SKC
Business & Information Tech — TECH
### Montana Postsecondary Opportunities

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

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</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 — FVCC, MCC
- Human Resources Management — HCOT
- Medical Administrative Assistant — MCC

See the MT Dept of Labor website for more information: [http://wds.dl.mt.gov/apprenticeship/default.asp](http://wds.dl.mt.gov/apprenticeship/default.asp)

### Apprenticeship

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

- Administrative Assistant/Support — BLCOT, DCC, SKC, CDKC
- Business Administration — FVCC
- 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 — FVCC
- Tribal Management — BFCC

### Certificate of Applied Science

- Requires diploma or GED
- 30-45 credits; limited general education credits
- Complete in one year or less

- Administrative Assistant/Support — HCOT, BLCOT, TECHCOT, DCC
- Administrative Management — UMCOT
- Business Administration — GFCOT, UMW, MSUN, FVCC, 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, FVCC
- Office Systems Technology — UMw, MCC
- Office Admin & Technology — BFCC
- Small Business Management/Entrepreneurship — HCOT, FVCC, MCC, FPCC, BFCC

### 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)

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

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

### 9th Grade:
- **Graduation Requirements**
  - Workforce/2-Year College Prep
  - 4-Year MT College/Univ Prep (Rigorous Core)
- **CTE and/or Electives**
  - English 9, PE, General Math or Pre-Algebra or Algebra I, Earth Science, Electives
  - Recommended CTE Cluster Foundation Courses: **Word Processing**

### 10th Grade:
- **Graduation Requirements**
  - Workforce/2-Year College Prep
  - 4-Year MT College/Univ Prep (Rigorous Core)
- **CTE and/or Electives**
  - English 10 or Pre-AP English, PE, Geometry or Applied Math or Algebra I, Biology, Word Processing I, Electives
  - Other Recommended CTE Courses: **Accounting**

### 11th Grade:
- **Graduation Requirements**
  - Workforce/2-Year College Prep
  - 4-Year MT College/Univ Prep (Rigorous Core)
- **CTE and/or Electives**
  - English 11 or AP English Language or Literature, US History (Civil), Electives
  - CTE Student Organization(s): Business Professionals of America

### 12th Grade:
- **Graduation Requirements**
  - Workforce/2-Year College Prep
  - 4-Year MT College/Univ Prep (Rigorous Core)
- **CTE and/or Electives**
  - English 12 or AP English Language or Literature, Problems of American Democracy, Electives

### CTE START courses:
- Advanced Placement or IB courses: English Literature or English Language
- Dual Enrollment courses:
- Online courses: AP US History and AP Government and Politics

### Other:

<table>
<thead>
<tr>
<th>General Education Core Requirements</th>
<th>Credits Required</th>
<th>Course Requirements</th>
<th>Credits</th>
<th>Course Requirements</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Communications</td>
<td>6</td>
<td>ACTG 201 Principles of Financial Accounting</td>
<td>3</td>
<td>Bus 271 Legal Environment of Business</td>
<td>3</td>
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<tr>
<td>Mathematics</td>
<td>3</td>
<td>ACTG 202 Principles of Managerial Accounting</td>
<td>3</td>
<td>CAPP 151 MS Office</td>
<td>Meets Technology Requirement</td>
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<td>Natural Sciences with Lab</td>
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<td>Bus 109 Introduction to Business</td>
<td>3</td>
<td>ECNS 201 Principles of Microeconomics</td>
<td>Meets Social Science/History Requirement</td>
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<td>Social Sciences/History</td>
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<td>Bus 110 Creative Problem Solving</td>
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<td>Bus 120 Leadership</td>
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<td>Humanities/Fine Arts</td>
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<td>Bus 245 Personal Finance</td>
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<tr>
<td>Technology</td>
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<td>Bus 250 Business Statics</td>
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<td><strong>Total General Education Core Credits</strong></td>
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<td><strong>Total Course Requirements Credits</strong></td>
<td><strong>27</strong></td>
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</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 — FVCC, 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 — FVCC  
Business Management/Entrepreneurship — GFCOT, BFCC  
Business Technology — FPCC  
Customer Service Relations — UMCO, SCC  
Human Resources Management — BLCOT  
Medical Office Technology — HCOT, SKC  
Receptionist-Medical/Dental — UMCO, TECHCOT  
Small Business Management/Entrepreneurship — FVCC  
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 — UMCO  
Business Administration — GFCOT, UMW, MSUN, FVCC, 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, UMCO, BLCOT, TECHCOT, DCC, FVCC  
Office Systems Technology — UMW, MCC  
Office Admin & Technology — BFCC  
Small Business Management/Entrepreneurship — HCOT, FVCC, 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 |

*Degree and Program Inventory above may not be all inclusive*
# Cut Bank High School Graduation Requirements

**24 Credits**

### English Language Arts - 4 credits from:
- AP English
- English 10
- English 11
- English 12
- English 9
- Pre-AP English

### Mathematics (2 full year courses) 2 credits from:
- Algebra I
- Algebra II
- AP Calculus AB
- Applied Math
- Calculus
- General Math
- Geometry
- Pre-Algebra
- Pre-Calculus

### U.S. History (American Civil) - 1 credit
- Problems of American Democracy - 1 credit

### Earth Science - 1 credit
### Biology - 1 credit

### Health Enhancement - 2 credits
- 9th Grade Health Enhancement
- 10th Grade Health Enhancement

### Fine Arts - 1 credit from:
- Art I
- Art II
- Art III
- Art IV
- Band
- Concert Choir
- French I
- French II
- French III
- Journalism
- Men's Choir
- Photography
- Treble Choir

### Vocational/Practical Arts - 1 credit from:
- Accounting I
- Accounting II
- Advanced Web Design
- Advanced Word Processing
- Ag Auto Shop I
- Ag Auto Shop II
- Ag Consumer Mechanics
- Beginning Web Design
- Business Law
- Culinary Arts I
- Culinary Arts II
- Drafting I
- Drafting II
- Family Living/Child Development
- General Business
- Home & Interior Design
- Independent Living
- Ag Small Engines
- Technology Education/Industrial Arts I
- Technology Education/Industrial Arts II – Light Building Processes
- Textiles and Apparel

### Word Processing - 1 credit

### Additional Social Studies - 1 credit from:
- AP United States History
- Current Events
- Montana History
- World History

### Additional Math/Science/Vocational Art - 1 credit
- Accounting I
- Accounting II
- Advanced Web Design
- Advanced Word Processing
- Ag Auto Shop I
- Ag Auto Shop II
- Algebra I
- Applied Math
### Additional Math/Science/Vocational Art

1 credit continued

- Advanced Biology
- Ag Consumer Mechanics
- Ag Small Engines
- Anatomy & Physiology
- Beginning Web Design
- Business Law
- Calculus
- Chemistry
- Culinary Arts I
- Culinary Arts II
- Drafting I
- Drafting II
- Family Living/Child Development
- General Business
- General Math
- Geometry
- Home & Interior Design
- Independent Living
- Montana Wildlife
- Physical Science

### Additional Fine Art/Foreign Language

1 credit

- Art I
- Art II
- Art III
- Art IV
- Band
- Concert Choir
- French I
- French II
- French III
- Journalism
- Men's Choir
- Photography
- Treble Choir

### Other Electives

6 credits

Other electives may be selected from the non-required classes on the previous lists or may include correspondence courses, Independent Study, Office Aide, Teacher's Aide, or Resource Room Aide.

### TOTAL

24 Credits
**PROGRAM SHEET**

**A11—ASSOCIATE OF SCIENCE**

**PROGRAM OF STUDY IN BUSINESS TECHNOLOGY**

**60 TOTAL SEMESTER CREDITS REQUIRED**

<table>
<thead>
<tr>
<th>NAME:</th>
<th>LASTNAME</th>
<th>FIRSTNAME</th>
<th>MIDDLENAME</th>
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**PROGRAM OF STUDY IN BUSINESS TECHNOLOGY PROGRAM REQUIREMENTS**

### GENERAL EDUCATION CORE (33 CREDITS)

<table>
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<tr>
<th>General Educ Core Req</th>
<th>Cr</th>
<th>Course Prefix &amp; #</th>
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### COURSE REQUIREMENTS

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**Total Credits Required** 60
### ADDITIONAL REQUIREMENTS

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### Residency Requirements:

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**Student’s Signature (Required)**

**Date**