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 to the best of my ability 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. NOTE: only the OPI Specialist has the authority to approve.

<table>
<thead>
<tr>
<th>Name of Big Sky Pathway (cluster level):</th>
<th>Business Management &amp; Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of High School:</td>
<td>Hardin High School</td>
</tr>
<tr>
<td>Names of Secondary Lead Teacher and Counselor:</td>
<td>Julie O'Dell / Laura Sundheim</td>
</tr>
<tr>
<td>Lead Teacher’s email address:</td>
<td><a href="mailto:JULIE.DDELL@HARDIN.K12.MT.US">JULIE.DDELL@HARDIN.K12.MT.US</a></td>
</tr>
<tr>
<td>Lead Teacher’s phone number:</td>
<td>406-665-6332</td>
</tr>
<tr>
<td>Name of College:</td>
<td>MSU College of Technology</td>
</tr>
<tr>
<td>Name of College Program:</td>
<td>COT - Business Admin</td>
</tr>
<tr>
<td>Name of College Lead Faculty Member:</td>
<td>Tripp Biggs</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: MT State Standards NBEA Standards

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: January 24, 2011
H.S. Advisory Committee Member’s Signature: [Signature] Date: January 24, 2011
College Chief Academic Officer’s Signature: [Signature] Date: 1/35/2011
College Lead Faculty Member’s Signature: [Signature] Date: [Signature]

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: 11/22/11
OCHE Approval: [Signature] Date of Approval: 11/22/11

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>CTE and/or Electives</th>
<th>Recommended CTE Cluster Foundation Courses</th>
<th>Intro to Computer Applications</th>
<th>Intro to Business</th>
<th>Business Math</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th</td>
<td>Workforce/2-Year College Prep</td>
<td>Workforce/2-Year College Prep</td>
<td>English, Math, Earth Science (lab science), Health Enhancement</td>
<td>English, Algebra 1, Earth Science (lab), Health Enhancement and 3 years of the following: World Language/Computer Science/Visual or Performing Arts &amp; Tech (Vocational) Ed.</td>
<td>Intro to Computer Applications</td>
<td>Intro to Business</td>
</tr>
<tr>
<td>10th</td>
<td>Workforce/2-Year College Prep</td>
<td>Workforce/2-Year College Prep</td>
<td>English, Biology (lab science), Global Studies</td>
<td>English, Geometry, Biology, Global Studies, and 3 years of the following: World Language/Computer Science/Visual or Performing Arts &amp; Tech (Vocational) Ed.</td>
<td>Accounting I, II</td>
<td>Computerized Accounting</td>
</tr>
<tr>
<td>11th</td>
<td>Workforce/2-Year College Prep</td>
<td>Workforce/2-Year College Prep</td>
<td>English, U.S. History, Visual/Performing Arts</td>
<td>English, U.S. History, Algebra II, Chemistry or Physics and 3 years of the following: World Language/Computer Science/Visual or Performing Arts &amp; Tech (Vocational) Ed.</td>
<td>CTE Student Organization(s):</td>
<td>BPA, DECA</td>
</tr>
<tr>
<td>12th</td>
<td>Workforce/2-Year College Prep</td>
<td>Workforce/2-Year College Prep</td>
<td>English, Government</td>
<td>English, Government, Social Studies, College Prep Writing, (additional math encouraged), and 3 years of the following: World Language/Computer Science/Visual or Performing Arts &amp; Tech (Vocational) Ed.</td>
<td>CTE Student Organization(s):</td>
<td>BPA, DECA</td>
</tr>
</tbody>
</table>

### Advanced Learning Opportunities

**High School to College/Career Linkages**

**CTE START courses:**
- ACTG 101, Accounting Procedures 1
- CAPP 120, Introduction to Computers
- CAPP 154, MS Excel

**Advanced Placement or IB courses:** AP English, AP American History, AP American Government,

**Dual Enrollment courses:**

**Online courses:**

**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>M143 (4)</td>
<td>CTBU 171 (3)</td>
<td>CAPP 120 or CAPP 131 (3)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gen Ed (5)</td>
<td></td>
</tr>
<tr>
<td>13—Semester 2</td>
<td>WRIT 101 (3)</td>
<td>ACTG 201 (3)</td>
<td>CTBU 280 (3)</td>
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<tr>
<td>-------------</td>
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<td>-------------</td>
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<tr>
<td>14—Semester 1</td>
<td>WRIT 220 (3)</td>
<td>ECNS 201 (3)</td>
<td>CTBU 270 (3)</td>
</tr>
<tr>
<td>14—Semester 2</td>
<td>ECNS 202 (3)</td>
<td>BUS 205 (3)</td>
<td>TASK 294 (2)</td>
</tr>
</tbody>
</table>

**Montana Postsecondary Opportunities**

Montana University System Degree and Program Inventory: [http://www.homepage.montana.edu/~mus/dirinv/YourGuideToMontana'sCertificateandAssociateDegreePrograms.html](http://www.homepage.montana.edu/~mus/dirinv/YourGuideToMontana'sCertificateandAssociateDegreePrograms.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—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—Havre, TECH—Butte; UM—Missoula; UMW—Dillon</td>
</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 — 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://wds.dli.mt.gov/apprenticeship/default.asp](http://wds.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 — UMCOT, SCC
Human Resources Management — BLCOT
Medical Office Technology — HCOT, SKC
Receptionist-Medical/Dental — UMCOT, 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 — 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

**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*