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.

| Name of Big Sky Pathway (cluster level): | Business Management and Admin. |
| Name of High School: | Troy High School |
| Names of Secondary Lead Teacher and Counselor: | Louise Martin |
| The Lead Secondary Teacher will be contacted if OPI has questions about this request | |
| Lead Teacher’s email address: | martin.louise9@gmail.com |
| Lead Teacher’s phone number: | 406-295-4520 |
| Name of College: | Flathead Valley Community College |
| Name of College Program: | Business Administration |
| Name of College Lead Faculty Member: | Brenda Rudolph |

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 Business Education 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: 2-7-11

H.S. Advisory Committee Member’s Signature: [Signature]
Date: 2-7-11

College Chief Academic Officer’s Signature: [Signature]
Date: 2-22-11

College Lead Faculty Member’s Signature: [Signature]
Date: 2-18-11

OPI Specialist Approval: [Signature]
Date of Approval: [Date]

OCHE Approval: [Signature]
Date of Approval: [Date]

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

January 2011
SUGGESTED HIGH SCHOOL COURSES

<table>
<thead>
<tr>
<th>Grade</th>
<th>Course</th>
<th>Additional Requirements</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>Graduation Requirements Workforce/2-Year College Prep</td>
<td>English 9, Biology I, Phys Ed. 9, Math, Montana History, Health</td>
<td>Introduction to Business Computer Apps</td>
<td>Accounting I &amp; II Marketing</td>
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<tr>
<td></td>
<td>4-Year MT College/Univ Prep (Rigorous Core)</td>
<td>Algebra I, Fine Art &amp; Tech Ed, English, Algebra I, Montana History, Health, Geometry</td>
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<tr>
<td></td>
<td>CTE and/or Electives</td>
<td>Jobs for Montana Graduates (JMG), Intro. to Business, Marketing, Computer Apps</td>
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<tr>
<td>10th</td>
<td>Graduation Requirements Workforce/2-Year College Prep</td>
<td>English 10, Biology II, Phys Ed 10, World History, Math</td>
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<tr>
<td></td>
<td>4-Year MT College/Univ Prep (Rigorous Core)</td>
<td>Algebra II, Fine Art &amp; Tech Ed, English, World History, Biology II, Geometry</td>
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<tr>
<td></td>
<td>CTE and/or Electives</td>
<td>Intro. to Business, JMG, Marketing or Computer Apps</td>
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<tr>
<td>11th</td>
<td>Graduation Requirements Workforce/2-Year College Prep</td>
<td>English 11, American History,</td>
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<tr>
<td></td>
<td>4-Year MT College/Univ Prep (Rigorous Core)</td>
<td>Fine Art &amp; Tech Ed, Geometry, Chemistry, Trigonometry, Algebra II</td>
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<tr>
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<td>CTE and/or Electives</td>
<td>Intro. to Business, JMG, Computer Apps, or Marketing, or Other Recommended CTE Courses</td>
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<td>12th</td>
<td>Graduation Requirements Workforce/2-Year College Prep</td>
<td>English 12, Problems of Democracy</td>
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<td>4-Year MT College/Univ Prep (Rigorous Core)</td>
<td>Trigonometry, Algebra II, Chemistry, AP English, Geometry,</td>
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<tr>
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<td>CTE and/or Electives</td>
<td>JMG, Marketing, or Other Recommended CTE courses</td>
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</table>

ADVANCED LEARNING OPPORTUNITIES

High School to College/Career Linkages

CTE START courses:

- Advanced Placement or IB courses: AP English

Dual Enrollment courses:

Online courses:

Other:

POSTSECONDARY PROGRAM OF STUDY

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Major</th>
<th>Other</th>
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<tbody>
<tr>
<td>13—Semester 1</td>
<td>Math</td>
<td>English</td>
<td>ACTG 210, BADM 140, BADM 176</td>
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<tr>
<td>13—Semester 2</td>
<td>M 095*</td>
<td>WRIT 122C*</td>
<td>BADM 175 Principles of Management, ACTG 202*</td>
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</table>
### Principles of Managerial Accounting

<table>
<thead>
<tr>
<th>14—Semester 1</th>
<th>ACTG 180I</th>
<th>BUS 271</th>
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<tbody>
<tr>
<td></td>
<td>CAPP 112T*</td>
<td>CAPP 116T*</td>
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<tr>
<td></td>
<td>CAPP 118T*</td>
<td>CAPP 156T*</td>
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<tr>
<td></td>
<td>ECNS 202GB</td>
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<td></td>
<td>Electives: Take one Class from: ACTG, BADM, BUS, CAPP, CASC, or CMPA</td>
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</table>

<table>
<thead>
<tr>
<th>14—Semester 2</th>
<th>ACTG 150*</th>
<th>BADM 250*</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>BADM 260*</td>
<td>BUS 132</td>
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<tr>
<td></td>
<td>BUS 270</td>
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</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)

**Colleges of Technology:**
- BLCOT—Billings; GFCOT—Great Falls; HCOT—Helena; TECHCOT—Butte; UMCOT—Missoula; GCP—Bozeman

**Community Colleges:**
- DCC—Gianvale;
- FVCC—Kalispell;
- MCC—Miles City

**Tribal Colleges:**
- BFCC—Browning;
- CDKC—Lame Deer; FBCC—Harlem;
- FPCC—Poplar; LBCC—Crow Agency;
- SCC—Box Elder; SKC—Pablo

**Four Year Colleges/Universities:**
- MSU—Bozeman; MSUB—Billings;
- MSUN—Havre; TECH—Butte; UM—Missoula; UMW—Dillon

#### 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 — 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

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Business Management & Administration, page 2 of 3

November 2010
| BACCALAUREATE DEGREE | 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 |

Degree and Program Inventory above may not be all inclusive.