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 Administration
Name of High School: Turner High School
Names of Secondary Lead Teacher and Counselor: Mrs. Shannon Van Voast  Mr. James Hodgson
The Lead Secondary Teacher will be contacted if OPI has questions about this request
Lead Teacher’s email address: svanvoast@turner.k12.mt.us
Lead Teacher’s phone number: 406-379-2374
Name of College: MSU-Northern
Name of College Program: Business Technology
Name of College Lead Faculty Member: Mr. Lanny Wilke

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: NBEA

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: 2/4/11
H.S. Advisory Committee Member’s Signature:  [Signature]  Date: 2/4/11
College Chief Academic Officer’s Signature: [Signature]  Date: 2/17/11
College Lead Faculty Member’s Signature:  [Signature]  Date: 2/17/11

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: 4/3/11
OCHE Approval:  Date of Approval:

Both the college and the high school will receive a signed copy when the BSP is approved.
**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/lind/career?c=4&g=Go

### SUGGESTED HIGH SCHOOL COURSES

<table>
<thead>
<tr>
<th>Grade</th>
<th>Course Details</th>
<th>Recommended CTE Cluster Foundation Courses</th>
<th>Other Recommended CTE Courses</th>
<th>CTE Student Organization(s)</th>
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</thead>
<tbody>
<tr>
<td>9th</td>
<td>Graduation Requirements Workforce/2-Year College Prep</td>
<td>English, Physical Science, Algebra I, Computer Applications, Health Enhancement</td>
<td>Accounting</td>
<td>None available at Turner School</td>
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<tr>
<td></td>
<td>4-Year MT College/Univ Prep (Rigorous Core)</td>
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<tr>
<td></td>
<td>CTE and/or Electives</td>
<td>Yearbook, Accounting, Art, Creative Writing</td>
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<tr>
<td>10th</td>
<td>Graduation Requirements Workforce/2-Year College Prep</td>
<td>English, Biology, Geometry, Health Enhancement, World History</td>
<td>Business Law, Advanced Accounting, Personal Finance</td>
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<td></td>
<td>4-Year MT College/Univ Prep (Rigorous Core)</td>
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<td>CTE and/or Electives</td>
<td>Yearbook, Creative Writing, Accounting, French</td>
<td></td>
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<td>4-Year MT College/Univ Prep (Rigorous Core)</td>
<td>Chemistry, Physics</td>
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<td>CTE and/or Electives</td>
<td>Personal Finance, Business Law, Accounting, Advanced Accounting, Advanced Computers, French</td>
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<td></td>
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<tr>
<td>12th</td>
<td>Graduation Requirements Workforce/2-Year College Prep</td>
<td>English, Government, Economics, Speech, Science</td>
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<td></td>
<td>4-Year MT College/Univ Prep (Rigorous Core)</td>
<td>Chemistry, Physics</td>
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<td>CTE and/or Electives</td>
<td>Advanced Accounting, French</td>
<td></td>
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</tbody>
</table>

### ADVANCED LEARNING OPPORTUNITIES

CTE START courses:

Advanced Placement or IB courses:

Dual Enrollment courses:

Online courses:

Other:

### POSTSECONDARY PROGRAM OF STUDY

<table>
<thead>
<tr>
<th>Semester</th>
<th>Math</th>
<th>English</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>13—Semester 1</td>
<td>Category II Mathematics</td>
<td>Category I Communication</td>
<td>BUS 100—Introduction to Business</td>
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<td>13—Semester 2</td>
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<td>BUS 110—Creative Problem Solving</td>
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<td>14—Semester 1</td>
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<td>BUS 120—Leadership</td>
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<td>CAPP 151—MS Office</td>
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<td>ACTG 201—Principles of Accounting</td>
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<td>BUS 250—Business Statistics</td>
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<td>BUS 271—Legal Environment of Business</td>
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<td>BUS 245—Personal Finance</td>
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<td></td>
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<td></td>
<td>ECNS 201—Principles of Microeconomics</td>
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</tbody>
</table>

Other:

- Category IV Social Science/History
- Category V Cultural Diversity
- Category III Natural Sciences with Lab
- Category VI Humanities/Fine Arts
- Category VI Humanities/Fine Arts

Electives
## MONTANA POSTSECONDARY OPPORTUNITIES

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

**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>
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<tbody>
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### 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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For more information: [http://todaysmilitary.com](http://todaysmilitary.com)

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

Degrees and Program Inventory above may not be all inclusive.
**HIGH SCHOOL:** Turner High School  
**COLLEGE:** MSU-Northern  
**COLLEGE DEGREE PROGRAM:** AS Business Technology

**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*

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<td>CAPP 151, ACTG 201, BUS 250</td>
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<td>14—Semester 1</td>
<td>ACTG 202, BUS 271</td>
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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

See the MT Dept of Labor website for more information: [http://wgs.tilt.tg.gov/apprenticeship/default.asp](http://wgs.tilt.tg.gov/apprenticeship/default.asp)

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

Degree and Program Inventory above may not be all inclusive

Business Management & Administration, page 2 of 2  
November 2010