Montana Big Sky Pathways (Programs of Study)  
Agreement Valid for 2012-2013 Academic Year

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.

By my signature on this form, I verify each of the eight (8) requirements listed below are demonstrated within the Big Sky Pathways Proposal and Gap Analysis. For approval, all eight (8) requirements must be checked.

<table>
<thead>
<tr>
<th>Name of Big Sky Pathway (Cluster Level):</th>
<th>Business Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of High School:</td>
<td>Bainville High School</td>
</tr>
<tr>
<td>Names of High School Lead Teacher &amp; Counselor:</td>
<td>Cheryl Graham, Brandyn Romo</td>
</tr>
<tr>
<td>The Lead High School 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:cgraham@nemont.net">cgraham@nemont.net</a></td>
</tr>
<tr>
<td>Lead Teacher's phone number:</td>
<td>406-769-2321 x 118</td>
</tr>
<tr>
<td>Name of College:</td>
<td>Miles Community College</td>
</tr>
<tr>
<td>Name of College Program:</td>
<td>Small Business Management Option</td>
</tr>
<tr>
<td>Name of College Lead Faculty Member:</td>
<td>Shelly Weight</td>
</tr>
</tbody>
</table>

REQUIREMENTS FOR APPROVAL

1. Includes all state and local graduation requirements preparing students for entry into a postsecondary program or apprenticeship.
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. Leads to an industry-recognized postsecondary credential, degree or employment
5. Completed “Gap Analysis” with a program offered by a Montana postsecondary institution.
6. When applicable, dual enrollment, Advanced Placement, International Baccalaureate courses and CTE START (Statewide Articulations) opportunities have been identified.
7. Pathway curriculum includes appropriate state/national standards and/or industry skills standards. Identify standards used:
8. Links with a web-based guidance delivery system such as Montana Career Information System (MCIS). If using something other than MCIS, please indicate:

High School Principal’s Signature: ___________________________ Date: 2-1-2012
High School CTE Teacher’s Signature: _________________________ Date: 2-1-2012
High School Counselor’s Signature: __________________________ Date: 2-1-2012

Please submit this Approval Form with the Big Sky Pathway Proposal to the Big Sky Pathway Coordinator at the College identified above.

College Chief Academic Officer’s Signature: __________________ Date: 2/14/2012
College Lead Faculty Member’s Signature: ____________________ Date: 2/16/2012

Please submit this Approval Form with the Big Sky Pathway Proposal to OPI, Career and Technical Education, P. O. Box 202501, Helena, MT 59620-2501.

OPI Approval: ___________________________ Date of Approval: May 14, 2012
OCHE Approval: __________________________ Date of Approval: August 17, 2012
**HIGH SCHOOL:** Bainville High School

**COLLEGE:** Miles Community College

**COLLEGE DEGREE PROGRAM:** A. A. S. Small Business Management Option

### 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.nwtc.edu/find/career/?c=4&a=Go](http://online.nwtc.edu/find/career/?c=4&a=Go)

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**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>
</tr>
</thead>
<tbody>
<tr>
<td>9th</td>
<td>Graduation Requirements Workforce/2-Year College Prep 4-Year MT College/Univ Prep (Rigorous Core)</td>
<td>English 9, Physical Science, Math I, Technology Application(S), Health and PE 9, Art I</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CTE and/or Electives: Photo Language I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10th</td>
<td>Graduation Requirements Workforce/2-Year College Prep 4-Year MT College/Univ Prep (Rigorous Core)</td>
<td>English 10, Math II, Biology, Health and PE 10, World History, Art II</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CTE and/or Electives: Video Editing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11th</td>
<td>Graduation Requirements Workforce/2-Year College Prep 4-Year MT College/Univ Prep (Rigorous Core)</td>
<td>English 11, U.S. History, Math, Chemistry</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CTE and/or Electives: Accounting I, II, Technology Applications II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12th</td>
<td>Graduation Requirements Workforce/2-Year College Prep 4-Year MT College/Univ Prep (Rigorous Core)</td>
<td>English 12, PAD/Gov't</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CTE and/or Electives: Marketing I, II, Technology Applications III</td>
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</tbody>
</table>

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**ADVANCED LEARNING OPPORTUNITIES**

**High School to College/Career Linkages**

**CTE START courses:** ACTG 101 Accounting Procedures I, CAPP 154 MS Word, CAPP 156 MS Excel

**Advanced Placement or IB courses:** Accounting II, AP Classes through Montana Digital Academy

**Dual Enrollment courses:** Partnership with Williston State College

**Online courses:** Available through Montana Digital Academy

**Other:**

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**POSTSECONDARY PROGRAM OF STUDY**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Details</th>
<th>Major</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>13—Semester 1</td>
<td>M 108 Business Math</td>
<td>BU 207 Business Law</td>
<td>Capp 120 Intro to Computers WRIT Intro to Business Writing Electives (3)</td>
</tr>
<tr>
<td>13—Semester 2</td>
<td>CA 112 Public Speaking CA 102 Human Relations</td>
<td>BU 214 Management</td>
<td>CAPP 151 MS Office Electives (3)</td>
</tr>
<tr>
<td>14—Semester 2</td>
<td>ACTG 202 Principles of Managerial Accounting BU 220 Entrepreneurship BU 241 Business Internship BFIN 265 Intro to Business Finance</td>
<td></td>
<td>Electives (3)</td>
</tr>
</tbody>
</table>
### MONTANA POSTSECONDARY OPPORTUNITIES

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

**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; 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; UM— 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

For more information: [http://todaysmilitary.com](http://todaysmilitary.com)

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)

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, UM, MSUN, FVCC, MCC
Business Health Administration — TECHCOT
Business Management/Entrepreneurship — UMCOT, GFCOT, UM, 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 — UM, MCC
Office Admin & Technology — BFCC
Small Business Management/Entrepreneurship — HCOT, FVCC, MCC, FPCC, BFCC

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

Degree and Program Inventory above may not be all inclusive