## 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](http://online.onetcenter.org/find/career?c=4&g=Go)

## Suggested High School Courses

<table>
<thead>
<tr>
<th>Grade</th>
<th>Graduation Requirements</th>
<th>Workforce/2-Year College Prep</th>
<th>4-Year MT College/Univ Prep (Rigorous Core)</th>
<th>CTE and/or Electives</th>
<th>Recommended CTE Cluster Foundation Course(s):</th>
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## 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>
<th>Other</th>
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</thead>
<tbody>
<tr>
<td>13—Semester 1</td>
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<td>14—Semester 2</td>
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# Montana Postsecondary Opportunities

**Montana University System Degree and Program Inventory:** [http://mus.edu/Qtools/Degrees/degree_default.asp](http://mus.edu/Qtools/Degrees/degree_default.asp)

**Your Guide to Montana’s Certificate and Associate Degree Programs:** [http://mus.edu/2yr/YourGuide/](http://mus.edu/2yr/YourGuide/)

## MSU Two Year Colleges and Programs:
- City College MSUB—Billings (CC)
- Great Falls College MSU—Great Falls (GFC)
- Helena College UM—Helena (HC)
- Highlands College MT Tech—Butte (HC-Tech)
- Missoula College UM—Missoula (MC)
- Gallatin College MSU—Bozeman (GC)

## Community Colleges:
- Dawson Community College (DCC)
- Flathead Valley Community College (FVCC)
- Miles Community College (MCC)

## Tribal Colleges:
- Aaniih Nakoda College (ANC)
- Blackfeet Community College (BCC)
- Chief Dull Knife College (CDKC)
- Fort Peck Community College (FPCC)
- Little Big Horn College (LBHC)
- Stone Child College (SCC)
- Salish Kootenai College (SKC)

## Four Year Colleges/Universities:
- MSU—Bozeman
- MSUB—Billings
- MSUN—Havre
- MT Tech—Butte
- UM—Missoula
- UMW—Dillon

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