



<p>Cluster Overview:</p> <p>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.</p>	<p>Pathway Options:</p> <ul style="list-style-type: none"> • Administrative Support • Business Information Management • General Management • Human Resources Management • Operations Management 	<p>Occupation Examples:</p> <p>Human resources manager, Administrative Assistant, Information Systems Manager, Management analyst, Marketing manager, Receptionist, Interviewer</p> <p><i>For a complete listing, go to:</i> http://online.onetcenter.org/find/career?c=4&g=Go</p>
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SUGGESTED HIGH SCHOOL COURSES

Based on State Graduation Requirements and Montana College Admissions Criteria: <http://mus.edu/admissions.asp>
 For more information, talk to your school counselor

9th	Graduation Requirements 2-Year College Prep	English, Math, Earth Science (lab science), Health Enhancement	<p>Cluster Foundation Courses: Information Technology Introduction to Business</p> <p>Pathway Courses: Accounting I, II Business Finance Entrepreneurship Integrated Software Office Procedures</p> <p>Student Organization(s): BPA DECA</p>
	4-Year MT College/Univ Prep (Rigorous Core)	English, Algebra I, Earth (lab) Science, Health Enhancement and 3 years of the following: World Language/Computer Science/Visual or Performing Arts/Career & Tech Ed	
	Career-Related Electives	Cluster Foundation Courses	
10th	Graduation Requirements 2-Year College Prep	English, Math, Biology (lab science), Global Studies	
	4-Year MT College/Univ Prep (Rigorous Core)	English, Geometry, Biology, Global Studies, and 3 years of the following: World Language/Computer Science/Visual or Performing Arts/Career & Tech Ed	
	Career-Related Electives	Cluster/Pathway Courses	
11th	Graduation Requirements 2-Year College Prep	English, U.S. History, Visual/Performing Arts	
	4-Year MT College/Univ Prep (Rigorous Core)	English, U.S. History, Algebra II, Chemistry or Physics and 3 years of the following: World Language/Computer Science/Visual or Performing Arts/Career & Tech Ed	
	Career-Related Electives	Pathway Courses	
12th	Graduation Requirements 2-Year College Prep	English, Government	
	4-Year MT College/Univ Prep (Rigorous Core)	English, Government, Social Studies, College Prep Writing, (additional math encouraged), and 3 years of the following: World Language/Computer Science/ Visual or Performing Arts/Career & Tech Ed	
	Career-Related Electives	Pathway Courses	

ADVANCED LEARNING OPPORTUNITIES

High School to College/Career Linkages

Tech Prep courses:
Advanced Placement courses:
Running Start opportunities:
Work-based Learning:
On-line Learning:

MONTANA POSTSECONDARY OPPORTUNITIES

*Montana University System Degree and Program Inventory: <http://www.homepage.montana.edu/~mus/drginv/>
Your Guide to Montana's Certificate and Associate Degree Programs: <http://mus.edu/twoyear/YourGuide.html>*

Colleges of Technology: BLCOT—Billings; GFCOT—Great Falls; HCOT—Helena; TECHCOT—Butte; UMCOT—Missoula	Community Colleges: DCC—Glendive; FVCC—Kalispell; MCC—Miles City	Tribal Colleges: BFCC—Browning; CDKC—Lame Deer; FBCC—Harlem; FPCC—Poplar; LBHC—Crow Agency; SCC—Box Elder; SKC—Pablo	Four Year Colleges/Universities: MSU—Bozeman; MSUB—Billings; MSUN—Havre; TECH—Butte; UM—Missoula; UMW—Dillon
MILITARY	<ul style="list-style-type: none"> Requires diploma or GED 17 with parental consent; 18 without 	Air Force, Air Guard, Army, Coast Guard, , Marines, Navy For more information: http://todaysmilitary.com	
PROFESSIONAL CERTIFICATE	<ul style="list-style-type: none"> Requires diploma or GED Less than 30 credits; little/no general ed credits Complete in one year or less 	Medical Receptionist—DCC	
APPRENTICESHIP	<ul style="list-style-type: none"> 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	
CERTIFICATE OF APPLIED SCIENCE	<ul style="list-style-type: none"> Requires diploma or GED 30-45 credits; limited general education credits Complete in one year or less 	Office Assistant—BLCOT, TECHCOT, HCOT Office Support—GFCOT	
ASSOCIATE'S OF APPLIED SCIENCE DEGREE	<ul style="list-style-type: none"> Requires diploma or GED 60-72 credits; includes 15-25 general ed credits Complete in two years (<i>if prepared academically in math and English</i>) 	Administrative Assistant—BLCOT, FVCC Business Administration—UMW Business Management/ Entrepreneurship—GFCOT Business Technology—DCC Call Center Management—FVCC Executive/Legal Administrative Assistant—FVCC Human Resources Management—UMW, FVCC Office Admin & Technology—GFCOT Office Assistant—TECH COT Small Business Entrepreneurship Tech—HCOT	
BACCALAUREATE DEGREE	<ul style="list-style-type: none"> Requires 4-year college prep for admission 128 credits (approximately) Complete in four years 	Agribusiness—MSU Business Administration—MSUB, MSU, UM, UMW, MSUN Business/Entrepreneurship--SKC Business & Information Tech—TECH	