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

SUGGESTED HIGH SCHOOL COURSES

<table>
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<tr>
<th>Grade</th>
<th>Graduation Requirements</th>
<th>Workforce/2-Year College Prep</th>
<th>CTE and/or Electives</th>
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HIGH SCHOOL: Jefferson High School

COLLEGE: Helena College

COLLEGE DEGREE PROGRAM: AAS Small Business Management

ADVANCED LEARNING OPPORTUNITIES
High School to College/Career Linkages

CTE START courses:
Advanced Placement or IB courses:

Dual Enrollment courses: WRIT 101, BI0B160, COMX111 Public Speaking, PSYX100 Intro to Psychology

Online courses: Montana Digital Academy ECNS201 Microeconomics, ECNS202 Macroeconomics, ECNS203 Principles of Micro & Macro Economics, PSYX100 Intro to Psychology, BGEN105 Intro to Business, PSCI240 Introduction to Public Administration

Other:

POSTSECONDARY PROGRAM OF STUDY

<table>
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<tr>
<th>Semester 1</th>
<th>Math</th>
<th>English</th>
<th>Major</th>
<th>Other</th>
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<tr>
<td>M108T</td>
<td>M121 College</td>
<td>WRIT101 College Writing</td>
<td>ACTG101 Accounting Procedures I BGEN105 Intro to Business</td>
<td>TASK113 Keyboarding OR Document Processing AND CAPP154 MS Word</td>
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<td>Algebra</td>
<td>WRIT121T Intro to Tech Writing</td>
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<td>Semester 2</td>
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<td>ACTG205 Computerized Accounting BGEN201 Foundations of BUS Ethics CAPP156 MS Excel BMGT210 Small Business Entrepreneurship</td>
<td>HR110T Career Development and/or Human Relations OR PSYX100 Intro to Psychology OR SOCI101 Intro to Sociology AND Electives</td>
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<td>Semester 3</td>
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<tr>
<td>COMX111 Intro to Public Speaking OR COMX250 Intro to Public Relations</td>
<td>BMGT235 Management</td>
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<td>ACTG180 Payroll Accounting BMKT225 Marketing BFIN265 Intro to Business Finance</td>
<td>PSCI240 Introduction to Public Administration</td>
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<td>ECNS201 Microeconomics OR ECNS202 Macroeconomics OR ECNS203 Principles of Micro &amp; Macro Economics AND BMGT215 Human Resource Management OR BMGT263 Legal Issues in Human Resources OR BGEN 296 Internship OR BGEN292 Independent Study</td>
<td>BGEN235 BUS Law 1 OR BGEN236 BUS Law 2 CAPP153 MS PowerPoint</td>
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### MONTANA POSTSECONDARY OPPORTUNITIES

*Your Guide to Montana’s Certificate and Associate Degree Programs: [http://www.homepage.montana.edu/~mus/drginv/](http://www.homepage.montana.edu/~mus/drginv/)*

#### 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:
- Aaniiih 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; MSTM— Havre; MT 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
- Medical Office Technology — HC
- Human Resources Management — MCC
- 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 — CC, DCC, SKC, CDKC
- Business Administration — FVCC
- Business Management/Entrepreneurship — GFC, BCC
- Business Technology — FPCC
- Medical Office Technology — HC, SKC
- Medical Assistant — HC
- Medical Receptionist/Medical/Dental — MC, HC-Tech
- Small Business Management/Entrepreneurship — FVCC
- Tribal Management — ANC

#### 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 — HC, CC, HC-Tech, DCC
- Administrative Management — MC
- Business Administration — GFC, UMW, MSUB, FVCC, MCC
- Business Health Administration — HC-Tech
- Business Management/Entrepreneurship — MC, GFC, UMW, DCC, CDKC
- Business Technology — HC-Tech, FPCC, SKC
- Medical Administrative Assistant — MC, CC, HC-Tech, DCC, FVCC
- Medical Office Technology — UMW, MCC
- Office Admin & Technology — BCC
- Small Business Management/Entrepreneurship — HC, FVCC, MCC, FPCC, BCC

#### BACCALAUREATE DEGREE
- Requires 4-year college prep for admission
- 128 credits (approximately)
- Complete in four years
- Agribusiness — MSU
- Business Administration — MSUB, MSU, UMW, MSUN
- Business/Entrepreneurship — SKC
- Business & Information Tech — MT Tech

*Degree and Program Inventory above may not be all inclusive*