



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:

General manager, Operations manager, Human resources manager, Administrative assistant, Information systems manager, Management analyst, Marketing manager, Entrepreneur

For a complete listing, go to:

<http://online.onetcenter.org/find/career?c=4&q=Go>

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>

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

HELENA COLLEGE UNIVERSITY OF MONTANA PROGRAMS

<http://www.umhelena.edu>

PROFESSIONAL CERTIFICATE	<ul style="list-style-type: none"> • Requires diploma or HiSET • Industry-recognized certification requires state or national exam • Typically non-credit • Complete in one year or less 	Certified Bookkeeper (AIPB Certification) Online Microsoft Office Specialist: Online Global Business Professional: Online
CERTIFICATE OF APPLIED SCIENCE	<ul style="list-style-type: none"> • Requires diploma or HiSET • 30-45 credits; limited general education credits • Complete in one year 	Computer Skills Specialist Entrepreneurship Legal Support Specialist Medical Assisting
ASSOCIATE OF APPLIED SCIENCE DEGREE	<ul style="list-style-type: none"> • Requires diploma or HiSET • 66 credits; includes 12 Gen Ed credits • Complete in two years (if prepared academically in math and English) 	Accounting Technology Administrative Office Management Specialist Business Technology Human Resource Management Management Information Systems Medical Administrative Specialist Small Business Management
ASSOCIATE OF SCIENCE	<ul style="list-style-type: none"> • Begin with AAS Degree • 60 credits; includes 31 Gen Ed Core credits • Complete in two years (if prepared academically in math and English) 	Accounting/Business Technology Transfer Degrees Business Administration
BACCALAUREATE DEGREE	<ul style="list-style-type: none"> • Requires 4-year college prep for admission • 128 credits (approximately), 31 Gen Ed Core • Complete in four years 	B.A.S Accounting or Business Technology Montana Tech B.I.T. Montana Tech Business Administration University of Montana Jake Jabs College of Business and Entrepreneurship Montana State University