ADVISING WORKSHEET
BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
MANAGEMENT OPTION
General Bulletin 2013-2015

MSU BILLINGS

TRANSFER INSTITUTION(S):

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_____

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Name _____

Student ID # _____

GENERAL EDUCATION REQUIREMENTS – SEE ATTACHED PAGE FOR SPECIFIC COURSES

General Education Category	Course #	Credits	Grade	Semester	Equivalent
Category I: Global Academic Skills (9 credits) A. Mathematics (3 credits) *M 143 or STAT 216 – Major requirement*					
B. English (3 credits)	^WRIT 101				
C. Communication & Information Literacy (3 credits)					
Category II: Natural Sciences (7 credits) 2 lectures (6 credits) & 1 lab (1 credit) (1 life science & 1 physical science & 1 lab)					
Category III: Social Sciences and History (6 credits) A. Social Science (3 credits) *ECNS 201 or ECNS 202 – Major requirement*					
B. History (3 credits)					
Category IV: Cultural Diversity (3 credits)					
Category V: Arts & Humanities (6 credits) A. Fine Arts (3 credits)					
B. Humanities (3 credits)					

A minimum grade of "C-" is required in all General Education courses.

^Business majors must pass all preadmission courses "^" with a grade of "C-" or better prior to taking most 300 or 400 level Business courses. Students must complete all courses required for a Business major with a grade of "C-" or better.

Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the General Education requirements within this program.

Certain courses in this program have prerequisites; students should check the course descriptions in the General Bulletin for required prerequisites.

Reviewed:

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GENERAL EDUCATION REQUIREMENTS

CATEGORY I: GLOBAL ACADEMIC SKILLS — 9 credits

Students are required to take one course from each subcategory

Subcategory A - Mathematics — 3 credits

M	105	Contemporary Mathematics	3
M	114	Extended Technical Mathematics	3
M	121	College Algebra	3
M	122	College Trigonometry	3
M	131	Mathematics for Elementary Teachers II	3
M	*143*	*Finite Mathematics*	*4*
M	171	Calculus I	4
STAT	141	Introduction to Statistical Concepts	3
STAT	*216*	*Introduction to Statistics*	*4*

Subcategory B - English — 3 credits

WRIT	*101*	*College Writing I*	*3*
WRIT	121	Introduction to Technical Writing	3
WRIT	122	Introduction to Business Writing	3
WRIT	201	College Writing II	3
WRIT	220	Business & Professional Writing	3
WRIT	221	Intermediate Technical Writing	3

Subcategory C- Communication & Information Literacy — 3 credits

BMIS	150	Computer Literacy	3
COMX	111	Introduction to Public Speaking	3
COMX	115	Introduction to Interpersonal Communication	3
LSCI	125	Research in the Information Age	3

CATEGORY II: NATURAL SCIENCES — 6 cr. lecture & 1 cr. lab

Students are required to take one course from each subcategory and at least one corresponding lab or SCIN 101, 102, 103 & 104

Subcategory A – Life Sciences — 3-4 credits

BIOB	101	Discover Biology	3
BIOB	102	Discover Biology Lab	1
BIOB	160	Principles of Living Systems	3
BIOB	161	Principles of Living Systems Lab	1

Subcategory B – Physical Sciences — 3-4 credits

ASTR	110	Introduction to Astronomy	3
ASTR	111	Introduction to Astronomy Lab	1
CHMY	121	Introduction to General Chemistry	3
CHMY	122	Introduction to General Chemistry Lab	1
CHMY	141	College Chemistry I	3
CHMY	142	College Chemistry Laboratory I	1
GEO	101	Introduction to Physical Geology	3
GEO	102	Introduction to Physical Geology Laboratory	1
GPHY	111	Introduction to Physical Geography	3
GPHY	112	Introduction to Physical Geography Lab	1
PHSX	103	Our Physical World	3
PHSX	104	Our Physical World Lab	1
PHSX	205	College Physics I	3
PHSX	206	College Physics I Lab	1
PHSX	105	Fundamentals of Phys Sci	3
PHSX	106	Fundamentals of Phys Sci Lab	1

Subcategories A and B – Integrated Sciences — 7 credits

SCIN	101, 102, 103 & 104	Integrated Sciences	3, ½ , 3, ½

CATEGORY III: SOCIAL SCIENCES AND HISTORY — 6 credits

Students are required to take one course from each subcategory

Subcategory A – Social Sciences — 3 credits

ANTY	217	Physical Anthropology & Archeology	3
BGEN	105	Introduction to Business	3
COMX	106	Communicating in a Dynamic Workplace	3
ECNS	*201*	*Principles of Microeconomics*	*3*
ECNS	*202*	*Principles of Macroeconomics*	*3*
EDU	105	Education and Democracy	3
GPHY	141	Geography of World Regions	3
HTH	110	Personal Health and Wellness	3
PSCI	210	Introduction to American Government	3
PSCI	220	Introduction to Comparative Government	3
PSYX	100	Introduction to Psychology	3
PSYX	231	Human Relations	3
SOCI	101	Introduction to Sociology	3
SOCI	201	Social Problems	3

Subcategory B - History — 3 credits

HSTA	101	American History I	3
HSTA	102	American History II	3
HSTR	101	Western Civilization I	3
HSTR	102	Western Civilization II	3
HSTR	103	Honors Western Civilization I	3
HSTR	104	Honors Western Civilization II	3
PSCI	230	Introduction to International Relations	3

CATEGORY IV: CULTURAL DIVERSITY — 3 credits

A&SC/WGSS	274	Women, Culture, and Society	3
ANTY	220	Culture and Society	3
ARTH	160	Global Visual Culture	3
COMX	212	Introduction to Intercultural Communication	3
GPHY	121	Human Geography	3
HTH	270	Global Health Issues	3
LIT	230	World Literature Survey	3
MUSI	207	World Music	3
NASX	105	Introduction to Native American Studies	3
NASX	205	Native Americans in Contemporary Society	3
PHL	271	Philosophy & Religion of India	3
PHL	272	Philosophy & Religion of China/Tibet/Japan	3
REHA	201	Introduction to Diversity in Counseling	3
RLST	170	The Religious Quest	3
SPNS	150	The Hispanic Tradition	3

CATEGORY V: ARTS & HUMANITIES — 6 credits

Students are required to take one course from each subcategory

Subcategory A – Fine Arts — 3 credits

ARTZ	101	Art Fundamentals	3
ARTZ	105	Visual Language-Drawing	3
ARTZ	131	Ceramics for Non-majors	3
CRWR	240	Intro Creative Writing Workshop	3
FILM	160	Introduction to World Cinema	3
LIT	270	Film & Literature	3
MART	260	Computer Presentation and Animation	3
MUSI	101	Enjoyment of Music	3
MUSI	114	Band: MSUB Symphonic	1
MUSI	131	Jazz Ensemble I: MSUB	1
MUSI	147	Choral Ensemble: University Chorus	1
THTR	101	Introduction to Theatre	3
THTR	120	Introduction to Acting I	3

Subcategory B - Humanities — 3 credits

ARTH	150	Introduction to Art History	3
HON	121	Perspectives and Understanding	3
HON	281	The American Intellectual Heritage (1620-1877)	3
HON	282	The American Intellectual Heritage (1877-Present)	3
LIT	110	Introduction to Literature	3
LIT	240	The Bible as Literature	3
PHL	110	Introduction to Ethics	3
PHL	111	Philosophies of Life	3

Total — **31**

	Course	Credits	Grade	Semester	Equivalent
Required Business Core					
^ACTG 201	Principles of Financial Accounting	3			
^ACTG 202	Principles of Managerial Accounting	3			
*^ECNS 201	Principles of Microeconomics	3			
*^ECNS 202	Principles of Macroeconomics	3			
*^M 143	Finite Mathematics	4			
*^STAT 216	Introduction to Statistics	4			
WRIT 220	Business & Professional Writing	3			
BGEN 235	Business Law	3			
BMGT 335	Management and Organization	3			
BMIS 311	Management Information Systems	3			
BMKT 325	Principles of Marketing	3			
BGEN 315	Applied Business Decisions	3			
BFIN 322	Business Finance	3			
BMGT 322	Operations Management	3			
BMGT 499	Capstone: Business Strategy	3			

^Microsoft Word, Excel, and PowerPoint Competency Requirement *(credits included in Electives)*

COB Productivity Application Software Proficiency Exam		Date Exam Passed:			
	OR				
CAPP 131	Basic MS Office	3			

^Business majors must pass all preadmission courses with a grade of "C-" or better prior to taking most 300 and 400 level Business courses. Students must complete all courses required for a Business major with a grade of "C-" or better.

Management Option Requirements

	Course	Credits	Grade	Semester	Equivalent
BGEN 360	International Business	3			
BMGT 329	Human Resource Management	3			
BMGT 353	Organizational Behavior	3			
BMGT 422	Project Management	3			
BMGT 461	Small Business Management	3			
BMKT 342	Marketing Research	3			
BMKT 436	Sales and Sales Marketing	3			

Restricted Electives
Select **three** courses from the following (continued on next page; plus an **additional 6 credits** of Restricted Electives selected with advisor will be required):

	Course	Credits	Grade	Semester	Equivalent
ACTG 410	Cost/Management Accounting I	3			
BFIN 422	Intermediate Business Finance	3			
BGEN 440	Business and the Environment	3			
BGEN 450	Business and Society	3			

BGEN	498	Internship	3			
BMGT	492	Independent Study	3			
BMGT	494	Seminar/Workshop	3			
BMIS	310	Web Design, Development and Implementation	3			
BMIS	311	Management Information Systems	3			
BMKT	337	Consumer Behavior	3			
BMKT	343	Integrated Marketing Communications	3			
BMKT	365	e-Commerce Market Study	3			
BMKT	411	Services/Relationship Marketing	3			
BMKT	441	International Marketing	3			
ECNS	403	Introduction to Econometrics	3			
ECNS	457	Economics of Organizations	3			
			3			
			3			

Electives
The number of courses a student elects to take that fulfill both General Education requirements and the major requirements will determine the total number of elective credits required for the degree.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION – MANAGEMENT OPTION

Categories	Credits	Earned	Remaining
General Education Requirements	31	_____	_____
Required Business Core	47	_____	_____
Management Option Requirements	21	_____	_____
Restricted Electives	15	_____	_____
Electives (variable)	V	_____	_____
Total	120	_____	_____

If a student completes one or more of the following courses to satisfy BOTH a General Education and Core requirement, their credits may NOT be counted twice in the total calculation of credits towards graduation: M 143, STAT 216, ECNS 201, or ECNS 202. Such courses will be identified in parentheses ( ).

It is the student's responsibility to know and meet the requirements for graduation.
A minimum of 36 credits must be upper division classes (300 and above).
Notes:

Requirements – Double Option in Management and Marketing

Students seeking to complete options in both Marketing and Management must complete the following in addition to fulfilling the General Education requirements and Business Core requirements:

1. Management Option Requirements
2. Marketing Option Requirements
3. Three courses from the Restricted Elective courses in the Management option
4. **Three different** courses from the Restricted Elective courses in the Marketing option

In most cases, this will result in **five additional courses** beyond that required for either a BSBA Management Option or a BSBA Marketing Option.

Notes: