MONTANA STATE UNIVERSITY BILLINGS



BUSINESS ADMINISTRATION ASSOCIATE OF SCIENCE

ADVISING WORKSHEET 2014-2015

City College Jacket Student Central Phone 406-247-3019 Fax: 406-247-3095

Name	 	
Student ID #		

GENERAL EDUCATION REQUIREMENTS -SEE PAGE 4 FOR SPECIFIC REQUIREMENTS

MX 111 IIS 150				
MX 111				
NS 201				
	NS 201	NS 201	NS 201	NS 201

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

Note: Certain degrees may require a minimum grade of "C" in General Education courses.

Reviewed:		

GENERAL EDUCATION REQUIREMENTS

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 122 College Algebra 3 M 122 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 +WRIT 101 College Writing I 3 WRIT 201 College Writing II 3 WRIT 220 Business & Professional Writing 3 +WRIT 121 Introduction to Technical Writing 3 +WRIT 122 Introduction to Business Writing 3 +WRIT 122 Introduction to Business Writing 3 WRIT 221 Introduction to Business Writing 3 **Subcategory C-** Communication & Information Literacy 3 credits **BMIS 150 Computer Literacy 3 ** COMX 111 Introduction to Interpersonal Communication 3 ** LSCI 125 Research in the Information Age 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 teast one corresponding lab or SCIN 101, 102, 103 & 104 ** Subcategory A – Life Sciences 3-4 credits ** BIOB 101 Discover Biology Lab 101 ** BIOB 102 Discover Biology Lab 101 ** BIOB 103 Discover Biology Lab 101 ** Subcategory B – Physical Sciences 3-4 credits ** ASTR 110 Introduction to Astronomy Lab 1 ** CHMY 121 Introduction to Astronomy Lab 1 ** CHMY 142 College Chemistry Lab 1 ** CHMY 142 College Chemistry I 3 ** CHMY 142 College Chemistry I 3 ** CHMY 142 College Chemistry I 3 ** CHMY 143 College Chemistry I 3 ** CHMY 144 College Chemistry I 3 ** CHMY 145 College Chemistry I 3 ** CHMY 145 College Physical Geography Lab 1 ** CHMY 145 College Physical Geograph
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+COMX 106 Communicating in a Dynamic Workplace 3
+COMX106Communicating in a Dynamic Workplace3ECNS201Principles of Microeconomics3ECNS202Principles of Macroeconomics3EDU105Education and Democracy3GPHY141Geography of World Regions3
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

PSYX	231	Human Relations	3
+SOCI	101	Introduction to Sociology	3
SOCI	201	Social Problems	3
Subcateg	gory B	- History 3 cred	lits
+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
CATEGO	RY IV:	CULTURAL DIVERSITY 3 cred	lits
A&SC/WGS	s 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	3
RLST	170	The Religious Quest	3
SPNS	150	The Hispanic Tradition	3
CATEGO	RY V:	ARTS & HUMANITIES 6 cree	lits
		ARTS & HUMANITIES 6 cree uired to take one course from each subcategory	
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Students	are req	uired to take one course from each subcategor	y lits
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Students of Subcateg ARTZ ARTZ ARTZ CRWR FILM LIT +MART +MUSI MUSI	are req gory A 101 105 131 240 160 270 260 101 114	uired to take one course from each subcategor. Fine Arts Art Fundamentals Visual Language-Drawing Ceramics for Non-majors Intro Creative Writing Workshop Introduction to World Cinema Film & Literature Computer Presentation and Animation Enjoyment of Music Band: MSUB Symphonic	y lits 3 3 3 3 3 3 3
Students of Subcateg ARTZ ARTZ ARTZ CRWR FILM LIT +MART +MUSI MUSI MUSI	are req gory A 101 105 131 240 160 270 260 101 114 131	uired to take one course from each subcategor Fine Arts 3 cree Art Fundamentals Visual Language-Drawing Ceramics for Non-majors Intro Creative Writing Workshop Introduction to World Cinema Film & Literature Computer Presentation and Animation Enjoyment of Music Band: MSUB Symphonic Jazz Ensemble I: MSUB	y lits 3 3 3 3 3 3 3 1
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⁺Denotes a course offered at the City College campus. These courses may not be available every semester.

Required Courses

ACTG	201	Principles of Financial Accounting	3	
BGEN	105	Introduction to Business**	3	
BGEN	235	Business Law*	3	
BMGT	235	Management**	3	
BMKT	225	Marketing**	3	
CAPP	120 or 131	Introduction to Computers or Basic MS Office**	3	
ECNS	202	Principles of Macroeconomics*	3	
TASK	294	Seminar/Workshop**	2	

Total for Core Courses: 23 credits

A grade of "C" or higher is mandatory in all required courses.

*Indicates courses that transfer to College of Business Core **Indicates courses that transfer to College of Business as general electives

Course	Credits	Grade	Semester	Equivalent		
Restricted Electives (6 credits)						

Suggested Plan of Study

ftudy		
Credits	Second Semester	Credits
3	ACTG 201	3
3	BMGT 235	3
9	General Education	6
	Restricted Elective	3
15	TOTAL	15
G 14	F. 4.6	G 14
0 - 0 - 0 - 0 - 0 - 0 - 0 - 0 - 0 - 0 -		Credits
3	ECNS 202	3
3	BGEN 235	3
9	TASK 294	2
15	General Education	4
	Restricted Elective	3
	TOTAL	15
	Credits 3 9 15 Credits 3 9 9 9 15	Credits Second Semester 3 ACTG 201 3 BMGT 235 9 General Education Restricted Elective 15 TOTAL Credits Fourth Semester 3 ECNS 202 3 BGEN 235 9 TASK 294 15 General Education Restricted Elective

Categories General Education	Credits 32	Earned ———	Remaining ——	
Required Courses	23			
Restricted Electives	6			
Total Required ∇ Program is available online	61			
Transcript evaluation (if appli	cable completed) by	:	on / /	

Developing a Plan of Study

To facilitate course planning and scheduling, students should be aware that not all courses are offered every semester. Some courses require pre-requisites and preparatory courses to be successfully completed or co-requisites be taken simultaneously.

<u>Selected Courses and Prerequisites</u> Key: F= Fall; S=Spring; X=Summer; # = online

Business Administration Associate of Science Program Requirements:

Course	Gen Ed. Category/credits required	Required Pre-requisite	Recommended Pre-requisite	Required Co-Requisite	Recommended Co-requisite	Term Offered
ACTG 201				M 095 or student has tested out of M095		F, F#, S, S#, X#
BGEN 235						F, F#, S, S#
CAPP 120 or 131						CAPP 120 F, F#, S, S#, X, X#/ CAPP 131 F#, S#
BGEN 105						F, F#, S, S#, X#
BMKT 225			CAPP 120			S#
BMGT 235		CAPP 120				F#
ECNS 202			CAPP 120			F, F#, S, S#, X#
TASK 294						S#
*Gen Ed. Category IA Mathematics	M143/4 credits	M 095 or appropriate placement score				F, F#, S, S#, X, X#
*Gen Ed. Category IB	WRIT 101 WRIT 220	WRIT 095, WRIT 101 or				F, F#, S, S#, X, X#
English	(recommended)	appropriate placement score				
*Gen Ed. Category IC Information	COMX 111 OR BMIS 150 3 credits					F, F#, S, S#, X, X#
Literacy	3 credits					

*Gen Ed.	7 credits			F, F#, S, S#, X,
Category II				X#
Natural				
Sciences				
*Gen Ed.	ENCS 201 & 3			F, F#, S, S#, X,
Category III	credits			X#
Social Science				
& History				
*Gen Ed.	3 credits			F, F#, S, S#, X,
Category IV				X#
Cultural				
Diversity				
*Gen Ed.	3 credits			F, F#, S, S#, X,
Category VA				X#
Arts				
*Gen Ed.	3 credits			F, F#, S, S#, X,
Category VB				X#
Humanities				

Courses indicated with a * are required to fulfill General Education Requirements.

Program Specific Information

Students should know the following information:

- Currently the Business Administration Associate of Science degree is completely offered online.
- Students who want to continue into a Bachelor degree within the College of Business should consider taking CAPP 131 in place of CAPP 120.
- When planning out the classes you plan on taking each semester, pay close attention to the required courses. There are several courses that are only offered in specific semesters. Plan accordingly.
- TASK 294 is typically taken towards the end of completing this degree.
- Several of the required courses will transfer to the MSUB College of Business Core and as general electives towards completing a Bachelor degree.



2014-2015 Business Administration AS Plan of Study

MSUBILLINGS	for		
City College			
_	Date:		
Semester	-	Semester	
Course	Credits	Course	Credits
Total		Total	
Semester		Semester	
Course	Credits	Course	Credits
BGEN 105	3	ACTG 201	3
CAPP 120/131	3	BMKT 225	3
Gen Ed: M143	4	Gen Ed:	3 (Science)
Gen Ed: WRIT101	3	Gen Ed:	3 (History)
Gen Ed:	3 (Cultural Diversity)	Restricted Elective	3
Total	16	Total	15
Semester	S	Semester	
Course	Credits	Course	Credits
ECNS 201	3	ECNS 202	3
BMGT 235	3	BGEN 235	3
Gen Ed: COMX111/BMIS150	3	TASK 294	2
Gen Ed:	3 (Humanities)	Gen Ed:	3 (Science)
Gen Ed:	3 (Arts)	Gen Ed:	1 (Science)
		Restricted Elective	3
Total	15	Total	15
Number of credits left to	s that apply toward degree:earn for degree:		
Advisor's Signature: Date:			
Student's Signature:		Date:	