



# Business

## What is Business?

It was famously said that “the chief business of the American people is business” and that certainly holds true today. There are few college degrees that are as versatile or potentially profitable as a degree in business. At City College you will learn the basics of the business world in an affordable and personal setting. We have two different degree offerings designed to help you meet your professional goals.

## College Degrees Offered:

### General Applied Business (A.A.S.)

*This program is offered in a fully online format*

### Business Administration (A.S.)

*This program can be completed fully online or in a combination of online and on-campus classes. To find more information on our online courses please go to [www.msubonline.org](http://www.msubonline.org)*

## How do I choose?

Choices are great! But, at the end of the day, how do you decide which degree is the best fit for you?

**General Applied Business (A.A.S.)** This targeted two-year degree is designed as an overview of multiple business concepts, from accounting to entrepreneurship. It focuses on the business skills you need, with a few core general education courses to help support it. It is the perfect fit for a student who wants to supplement a previous degree with some business expertise or the student who wants to complete their business education in a two-year timeframe.

**Business Administration (A.S.)** This general two-year degree is designed to transfer into a four-year college degree. Students will jump start their business careers by completing this AS degree and then continuing in the University’s College of Business to pursue a BS in Business Administration degree with options in: management, marketing, finance or information systems. This degree is the perfect fit for the student who is looking for a stepping stone to an eventual bachelor’s degree.

## Employment Opportunities:

- Small Business Entrepreneur
- Administrative Assistant
- Insurance Sales Agent
- Real Estate Broker
- Customer Service Manager

## Job Outlook and Pay:

There will continue to be job opportunities in business administration and management in the future. Most job opportunities will be in management. Openings in other areas will be the result of workers retiring or leaving their jobs. To qualify for higher paying business jobs, you will probably have to attend college and have several years of work experience.\*

\*Montana Career Information Systems

# General Applied Business

## (Associate of Applied Science Degree)

Required Courses	Credits
ACTG 101 Accounting Procedures I .....	3
ACTG 102 Accounting Procedures II .....	3
BGEN 105 Introduction to Business .....	3
BGEN 110 Applied Business Leadership .....	3
BGEN 220 Business Ethics and Social Responsibility .....	3
BGEN 235 Business Law .....	3
BGEN 280 Business Planning .....	3
BMGT 210 Small Business Entrepreneurship .....	3
BMGT 230 Business Logistics .....	3
BMGT 235 Management .....	3
BMGT 237 Human Relations in Business .....	3
BMGT 245 Customer Service Management .....	3
BMGT 282 Organizational Training and Development .....	3
BMKT 112 Applied Sales .....	3
BMKT 225 Marketing .....	3
CAPP 120 Introduction to Computers .....	3
CAPP 156 MS Excel .....	3
CAPP 158 MS Access .....	3
COMX 106 Communicating in a Dynamic Workplace .....	3
M 121 College Algebra .....	3*
OR	
M143 Finite Mathematics .....	4*
OR	
M105 Contemporary Mathematics .....	3*
WRIT 122 Introduction to Business Writing .....	3
<b>Subtotal.....</b>	<b>63</b>

### Restricted Elective Chosen from the Following:

BGEN 294 Seminar .....	3
BMGT 222 Principles of Project Management .....	3
ECNS 201 Principles of Microeconomics .....	3
Writ 220 Business & Professional Writing .....	3
<b>Subtotal .....</b>	<b>3</b>

**Total minimum credits required for degree** **66**

\* Students should check with their academic advisor to determine the specific math course that is appropriate for their plan of study

This program is available in a fully online format. For more information please visit with an admissions counselor.

## Suggested Plan of Study

### General Business

#### Suggested Plan of Study

First Year	Credits
CAPP 120 .....	3
CAPP 156 .....	3
ACTG 101 .....	3
ACTG 102 .....	3
BGEN 105 .....	3
BGEN 110 .....	3
BGEN 235 .....	3
BMKT 225 .....	3
COMX 106 .....	3
WRIT 122 .....	3
College Math .....	3 or 4

#### Second Year

CAPP 158 .....	3
BGEN 280 .....	3
BGEN 220 .....	3
BMGT 210 .....	3
BMGT 230 .....	3
BMGT 235 .....	3
BMGT 237 .....	3
BMGT 245 .....	3
BMGT 282 .....	3
BMKT 112 .....	3
Restricted Elective .....	3

# Business Administration

## (Associate of Science Degree)

### Required Courses Credits

#### General Education Requirements ..... 31

Students should consult with an academic advisor before registering for General Education courses in order to maximize the number of elective credits allowed in the degree. **The following General Education courses are required:**

**MATH 143, WRIT 101, WRIT 220, COMX 111 or BMIS 150, and ECNS 201.** A list of General Education courses are available in the General Bulletin and City College catalog.

### Required Courses Credits

^ACTG 201 Principles of Financial Accounting I ..... 3

^BGEN 105 Introduction to Business ..... 3

#BGEN 235 Business Law ..... 3

^BMGT 235 Management ..... 3

^BMKT 225 Marketing..... 3

CAPP 120 Introduction to Computers

**OR**

^CAPP 131 Basic MS Office ..... 3

#ECNS 202 Principles of Macroeconomics..... 3

^TASK 294 Seminar/Workshop ..... 2

**Total for core..... 23**

Restricted Electives Selected with Advisor Approval..... 6

***Total minimum credits required for degree* ..... 60**

#Indicates courses that transfer to the College of Business core.

^Indicates courses that transfer to the College of Business as electives.

**This program is available fully online or a mixture of online and on campus classes. For more information please visit with an admissions counselor.**

## Suggested Plan of Study

### Business Administration

#### Suggested Plan of Study (Coordinated Evening/Online Studies Plan)

##### First Semester Credits

BGEN 105 ..... 3

CAPP 120/131 ..... 3

General Education ..... 9

##### Second Semester

ACTG 201 ..... 3

BMGT 235 ..... 3

General Education ..... 9

##### Third Semester

ECNS 201..... 3

BMKT 225 ..... 3

General Education ..... 9

##### Fourth Semester

ECNS 202..... 3

BGEN 235 ..... 3

TASK 294 ..... 2

General Education ..... 7