



**BUSINESS ADMINISTRATION**  
**ASSOCIATE OF SCIENCE**  
**ADVISING WORKSHEET 2025-2026**

TRANSFER INSTITUTION(S):

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*Jacket Student Central*  
*Phone: 406-247-3019*  
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Name 

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Student ID 

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**GENERAL EDUCATION REQUIREMENTS – SEE ATTACHED PAGE FOR SPECIFIC COURSES**

General Education Category	Course #	Credits	Grade	Semester	Equivalent
<b>Category I: Global Academic Skills (10 credits)</b>					
A. Mathematics (3 credits)	M 143	4			
B. English (3 credits)	WRIT 101	3			
C. Communication & Information Literacy (3 credits)					
D. Skills for College Success <sup>1</sup> (1 credit)					
<b>Category II: Natural Sciences <sup>2</sup> (6 credits)</b>					
A. Life Sciences (3 credits)					
B. Physical Sciences (3 credits)					
<b>Category III: Social Sciences and History (6 credits)</b>					
A. Social Science (3 credits)	ECNS 201	3			
B. History (3 credits)					
<b>Category IV: Cultural Diversity (3 credits)</b>					
<b>Category V: Arts &amp; Humanities (6 credits)</b>					
A. Fine Arts (3 credits)					
B. Humanities (3 credits)					

<sup>1</sup> In addition to the MUS Transfer Policies (see MUS Core Curriculum (<https://catalog.msubillings.edu/undergraduate/admissions-registration/registrars-office/>), transfer and re-admit students who transfer in 30 or more credits are not required to meet this category.

<sup>2</sup> Some majors are required to take specific science labs as part of their requirements. Please speak with an advisor for more information.

**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.*

**Required Preparatory Courses**


# GENERAL EDUCATION REQUIREMENTS

## CATEGORY I: GLOBAL ACADEMIC SKILLS 10 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	130	Mathematics for Elementary Teachers I	3
M	140	College Math for Healthcare	3
M	143	Finite Mathematics	4
M	161	Survey of Calculus	3
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

### Subcategory C - Communication & Information Literacy 3 credits

BMIS	150	Cyber Security and Electronic Communication	3
COMX	111	Introduction to Public Speaking	3
COMX	115	Introduction to Interpersonal Communication	3
COMX	210	Communication in Small Groups	3
LSCI	125	Research in the Information Age	3

### Subcategory D - Skills for College Success <sup>1</sup> 1 credit

COLS	108	The College Experience	
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## CATEGORY II: NATURAL SCIENCES 6 credits

Students are required to take one course from Life Sciences and one course from Physical Sciences, which include lab exercises. <sup>2</sup>

### Subcategory A - Life Sciences 3 credits

BIOB	101	Discover Biology <sup>3</sup>	3
BIOB	102	Discover Biology Lab <sup>3</sup>	1
BIOB	120	Fundamentals of Biology Plants and People <sup>3</sup>	3
BIOB	121	Fundamentals of Biology for Allied Health	3
BIOB	123	Fund of Biology: The Nature of Nutrition	3
BIOB	160	Principles of Living Systems	3
BIOB	161	Principles of Living Systems Lab <sup>3</sup>	1
SCIN	101	Integrated Science <sup>3^</sup>	4

### Subcategory B - Physical Sciences 3 credits

ASTR	110	Introduction to Astronomy	3
ASTR	111	Introduction to Astronomy Lab <sup>3</sup>	1
CHMY	121	Introduction to General Chemistry	3
CHMY	122	Introduction to General Chemistry Lab <sup>3</sup>	1
CHMY	141	College Chemistry I	3
CHMY	142	College Chemistry Laboratory I <sup>3</sup>	1
GEO	101	Introduction to Physical Geology	3
GEO	102	Introduction to Physical Geology Laboratory <sup>3</sup>	1
GEO	112	Montana Geology	
GPHY	262	Spatial Sciences Technology & Applications	3
GPHY	263	Spatial Sciences & Technology Lab <sup>3</sup>	1
PHSX	103	Our Physical World <sup>3</sup>	3
PHSX	104	Our Physical World Lab <sup>3</sup>	1
PHSX	205	College Physics I	3
PHSX	206	College Physics I Lab <sup>3</sup>	1
SCIN	103	Integrated Science <sup>3^</sup>	4

## CATEGORY III: SOCIAL SCIENCES AND HISTORY 6 credits

Students are required to take one course from each subcategory

### Subcategory A - Social Sciences 3 credits

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
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
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	159	World History to 1500 CE	3
HSTR	160	Modern World History	3
PSCI	230	Introduction to International Relations	3

## CATEGORY IV: CULTURAL DIVERSITY 3 credits

ANTY	220	Culture and Society	3
ARTH	160	Global Visual Culture	3
COMX	212	Intro 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
REHA	201	Introduction to Diversity in Counseling	3
RLST	170	The Religious Quest	3
SPNS	150	The Hispanic Tradition	3
WGSS	274	Women, Culture, and Society	3

## CATEGORY V: ARTS & HUMANITIES 6 credits

Students are required to take one course from each subcategory

### Subcategory A - Fine Arts 3 credits

ARTZ	105	Visual Language-Drawing	3
ARTZ	106	Visual Language-2-D Foundations	3
ARTZ	108	Visual Language-3-D Foundations	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
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
PHOT	154	Exploring Digital Photography	3
THTR	101	Introduction to Theatre	3

### Subcategory B - Humanities 3 credits

ARTH	150	Introduction to Art History	3
HONR	111	Perspectives and Understanding	3
LIT	110	Introduction to Literature	3
LIT	213	Montana Literature	3
PHL	110	Introduction to Ethics	3
PHL	111	Philosophies of Life	3
PHL	254	People and Politics	3

<sup>1</sup> In addition to the MUS Transfer Policies (see MUS Core Curriculum (<https://catalog.msubillings.edu/undergraduate/admissions-registration/registrar-office/>), transfer and re-admit students who transfer in 30 or more credits are not required to meet this category.

<sup>2</sup> Some majors are required to take specific science labs as part of their requirements. Please speak with an advisor for more information.

<sup>3</sup> Course includes lab exercises.

<sup>^</sup> Elementary Education majors can satisfy Natural Sciences by taking SCIN 101 and SCIN 10

Course			Credits	Grade	Semester	Equivalent
<b>Required Courses</b>						
ACTG	201	Principles of Financial Accounting *^	3			
BGEN	105	Introduction to Business**	3			
BGEN	235	Business Law*	3			
BMGT	210	Small Business Entrepreneurship**	3			
BMGT	235	Management*	3			
BMKT	131	Intro to Social Media Mktg**	3			
BMKT	225	Marketing**	3			
CAPP	120	Introduction to Computers**	3			
<u>or</u> CAPP	156	MS Excel**				
<u>or</u> BGEN	240	Intro to Business Data Analysis*				

Course			Credits	Grade	Semester	Equivalent
<b>Restricted Electives (6 credits)</b>						

**Restricted Electives (select in consultation with an advisor)**

BGEN 220	Business Ethics and Social Responsibility**
BMGT 250	Employment & Compensation Strategies**
BMKT 325	Principles of Marketing*
ECNS 202	Principles of Macroeconomics*
STAT 216	Introduction to Statistics*^
WRIT 220	Business & Professional Writing*
HTH 270	Global Health Issues^
AHMS 144	Medical Terminology^

\*Indicates courses that transfer to College of Business Core

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

^Indicates courses that transfer to BSHA 2+2 pathway

*A grade of "C" or higher is mandatory in all Required Courses and Restricted Electives*

Categories	Credits	Earned	Remaining
General Education	32	_____	_____
Required Courses	24	_____	_____
Restricted Electives	6	_____	_____
<b>Total Required</b>	<b>62</b>	_____	_____

Transcript evaluation (if applicable completed) by: \_\_\_\_\_ on \_\_/\_\_/\_\_\_\_

## **Program Specific Information**

Students should know the following information:

- For students who want to continue into a bachelor's degree within the MSUB College of Business, take BGEN 240 instead of CAPP 120 or CAPP 156.
- Students who would like to pursue the bachelor's degree with the MSUB College of Business should choose ACTG 202, ECNS 202, STAT 216 or WRIT 220 as Restricted Electives.
- When planning classes for each semester, pay close attention to the required courses. There are several courses that are only offered in specific semesters, so plan accordingly.
- Internship opportunities available. Discuss with your advisor. Also see Career & Employment Services for internship information.
- A minimum of 20 credits of this degree need to be earned through MSUB for graduation.