



**GENERAL BUSINESS**  
**ASSOCIATE OF APPLIED SCIENCE**  
**ADVISING WORKSHEET 2025-2026**

TRANSFER INSTITUTION(S):

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**Jacket Student Central**  
**Phone: 406-247-3019**  
**Fax: 406-247-3095**

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Course	Credits	Grade	Semester	Equivalent
<b>Recommended Preparatory Courses</b>				

<b>Required Preparatory Courses</b>				

**General Education Requirements**

CAPP	120	Introduction to Computers	3			
COMX	106	Communicating in a Dynamic Workplace	3			
M	121	College Algebra <b>or</b>	3			
M	143	Finite Mathematics (4 credits) <b>or</b>				
M	105	Contemporary Mathematics				
WRIT	122	Intro to Business Writing	3			

**Required Courses**

ACTG	101	Accounting Procedures I	3			
ACTG	102	Accounting Procedures II	3			
ACTG	180	Payroll Accounting	3			
BFIN	205	Personal Finance	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			
BMGT	210	Small Business Entrepreneurship	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			
BMKT	131	Intro to Social Media Mktg	3			
CAPP	156	MS Excel	3			

**Restricted Elective chosen in consultation with faculty advisor – 3 credits required**


**Suggested Restricted Elective:**

BGEN 294	Seminar.....	3
BMGT 222	Princ of Project Management.....	3
ECNS 201	Principles of Microeconomics.....	3

**TOTAL MINIMUM CREDITS REQUIRED 66**

*A grade of "C" (2.0) or higher is mandatory in all courses*

***Suggested Plan of Study***

<b>First Year</b>	<b>Credits</b>	<b>Second Year</b>	<b>Credits</b>
CAPP 120	3	ACTG 180	3
CAPP 156	3	BGEN 220	3
ACTG 101	3	BFIN 205	3
ACTG 102	3	BMGT 210	3
BGEN 105	3	BMGT 235	3
BGEN 110	3	BMGT 237	3
BGEN 235	3	BMGT 245	3
BMKT 225	3	BMGT 282	3
COMX 106	3	BMKT112	3
WRIT 122	3	BMKT 131	3
College Math	3 or 4	Restricted Elective	3
<b>TOTAL</b>	<b>33</b>	<b>TOTAL</b>	<b>33</b>

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

**Program Specific Information**

Students should know the following information:

- 1.) ACTG 101 must be taken before any other accounting courses. Students have much more flexibility once that course is completed.
- 2.) This is a very flexible program with part time and full time options. This program can be completed entirely online.
- 3.) Work with advisor on additional options to fulfill Restricted Elective requirement.
- 4.) Students that earn an AAS degree and want to further their education thus career, are able to go on for a Bachelor of Applied Science degree through MSUB. There are a variety of thematic concentrations for completing the BAS degree. Please consult with an advisor for more information.