ADVISING WORKSHEET

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
ACCOUNTING OPTION
General Bulletin 2015-2017

TRANSFER INSTITUTION(S): _____

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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	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
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 Integrated Sciences			
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 Physical Science	3
PHSX	106	Fundamentals of Physical Science Lab	1
Integrated Sciences			
SCIN	101, 102, 103, 104	Integrated Sciences	3, 1, 3, 1

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	Indian Philosophies and Religions	3
PHL	272	Chinese Philosophies and Religions	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
PHOT	154	Exploring Digital Photography	3
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
HONR	111	Perspectives and Understanding	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			
^CAPP	131	Basic MS Office (or proficiency exam)	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			
BGEN	499	Capstone	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.

Accounting Option Requirements

**ACTG	301	Intermediate Accounting I	3			
**ACTG	302	Intermediate Accounting II	3			
**ACTG	303	Intermediate Accounting III and Theory	3			
ACTG	321	Accounting Information Systems I	3			
ACTG	401	Principles of Fed Tax - Individuals	3			
**ACTG	410	Cost/Management Accounting I	3			
ACTG	411	Auditing I	3			
**ACTG	415	Government and Not-for-Profit Accounting I	3			
ACTG	436	Advanced Accounting	3			
BGEN	405	Laws, Regulation, Research	3			

*****ACTG 301, 302, 303, 410, and 415 are exempt from the preadmission requirements "*" and may be taken in the second year of study provided students have completed the necessary accounting prerequisites (ACTG 201 and 202 or equivalent courses).***

Restricted Electives
Select **one** course from the following:

ACTG	402	Advanced Income Tax	3			
OR						
ACTG	412	Auditing II				

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 – ACCOUNTING OPTION

Categories	**Credits**	**Earned**	**Remaining**
General Education Requirements*	31	_____	_____
Required Business Core	50	_____	_____
Accounting Option Requirements	30	_____	_____
Restricted Electives	3	_____	_____
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:

The MSU Billings Accounting program prepares students to sit for and pass the **Certified Public Accountant (CPA) Examination.**

Requirements **to sit for the CPA exam in Montana** include:

- Successful completion of 24 credits of upper division accounting courses
- Successful completion of 24 credits of other business courses (e.g. courses in management, marketing, finance, management information systems, economics, communications and ethics)

After passing the CPA exam, in order **to be licensed as a Certified Public Accountant in Montana** individuals must:

- Meet an experience requirement
- Possess a bachelor's degree
- Have earned at least 150 semester credits of college courses